
GENERAL POLICE ORDER

2-72 January 17, 72
No. _____ HEADQUARTERS _____ 18 _____

VEHICLE PROCESSING PROCEDURE

SUBJECT : _____
TO THE MEMBERS OF THE DEPARTMENT

Vehicles associated with crimes and requiring either scientific processing for evidence, or special examination to find the Vehicle Identification Number (VIN) and determine ownership, are subject to pickup and impoundment for processing.

Any officer of the Division of Police, with knowledge or the necessary probable cause to believe that a vehicle is connected with a crime and contains evidence or is stolen and unidentified, shall request a Pick-up for processing.

The request first must be approved by the officer's Superior Officer.

The vehicle shall be towed by Police Tow only. It shall be safeguarded against contamination or destruction of evidence and kept in police custody until processing is completed.

The revised Form C of C 71-1081 shall be utilized and it shall be completed as fully and accurately as possible, according to the detailed instructions contained in this order. Superior Officers must examine and approve the completed forms and shall be responsible for the compliance and thoroughness of their subordinates.

As an integral part of this order, the controlling procedures have been printed separately for individual distribution.

(Continued on Page Two)

STATE OF OHIO
CUYAHOGA COUNTY

ss

IN THE CLEVELAND MUNICIPAL COURT

GPO - 1-72

JOURNAL ENTRY

In accordance with a determination of the Judges at a meeting held on September 24th, 1971, the following action is taken, effective as of January 10th, 1972. The Rules - Criminal Branch, are hereby amended by the addition of the following rule:

15. Misdemeanor Procedure.

A. First Hearing

Whether the defendant appears with or without an attorney, no witnesses or police will appear. The Court will either individually or collectively advise the defendant/defendants of his or their constitutional rights, i.e. right to attorney (appointed when permitted), right to a jury and right to confront witnesses.

1. If the defendant pleads guilty, the Court will sentence the defendant or refer him to the Probation Department for a presentencing report.

2. (a) If the defendant appears without counsel, pleads not guilty and desires to retain an attorney, the case will be continued to a date certain for defendant to appear with counsel (second hearing)

(b) If the defendant appears with counsel and pleads not guilty, the Court will set a trial date in accordance with procedure set forth below (see second hearing).

1. Second hearing may be eliminated when defendant is represented by an attorney.

(c) If the defendant appears without counsel, pleads not guilty and desires to proceed without an attorney, the Court will set a trial date in accordance with procedure set forth

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2. (c) below (see second hearing).

1. Second hearing is hereby eliminated.

3. If the defendant elects not to plead at this time, and asks for a continuance, the case will be continued for a date certain for the defendant to enter a plea (second hearing).

4. The Court will set a bond if required or needed.

B. Second Hearing

No witnesses or police will appear.

1. If the defendant pleads guilty, with or without counsel, the Court will sentence the defendant or refer the defendant to the Probation Department for a presentencing report.

2. If the defendant pleads not guilty and asks for a non-jury trial, the Court will set a trial date for the third hearing.

3. If the defendant pleads not guilty and asks for a jury trial, the case will be sent to City Hall. (See specific rule pertaining to Jury Trials).

C. Third Hearing

Witnesses and police must appear.

1. No continuances will be granted except for good cause shown (See Rule 3 - Continuances). Trial and disposition of the case will be made at this time. When a continuance is granted, it will be the duty of the defendant or his attorney, if he has one, to notify the Prosecutor's office of inability to proceed on the date previously set. The Prosecutor's office will then have the duty of notifying the witnesses that the matter has been continued.

2. Prosecuting witnesses and police witnesses will be notified by the Prosecutor's office of the continued hearing date.

D. Jury Trial

Prosecuting witnesses and police witnesses will not appear at the

- PAGE THREE -

first date set for jury trial.

1. At the aforesaid first jury trial date, the defendant may:

(a) Plead guilty, and the Judge will either sentence him or refer him to the Probation Department for a presentencing report.

(b) Waive his jury demand, in which event, the case will be scheduled for a trial date certain; at which time, all witnesses will appear. The Court may, in its discretion, refer the case back to Central Police Station for trial.


(c) Proceed in accordance with his jury demand, in which event, the case will be referred to the Assignment Room for scheduling of a date certain for trial by jury.

E. Dismissals

The Court will not dismiss a case for want of prosecution at any stage where witnesses are not required.

F. Suspension of Rule

The Court may for good cause shown, suspend the operation of any part of this Rule where it is shown that the interests of justice will be served and that undue advantage is not being taken of the system.


Richard M. Brennan
Chief Justice

GENERAL POLICE ORDER

No. 1-72 HEADQUARTERS January 6, 19 72

SUBJECT: NEW MUNICIPAL COURT MISDEMEANOR
PROSECUTION PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

The Rules of the Criminal Branch of Municipal Court have been amended by the addition of Rule 15, titled "MISDEMEANOR PROCEDURE".

All members are advised that this shall be the controlling procedure in misdemeanor cases and that they need appear in Court only as specified in its provisions. However, they shall not be prohibited from attending any Hearing when they have a particular interest and can offer significant and essential explanatory testimony.

The Prosecutor must still be consulted and affidavits obtained and in each case the officer must leave a list of witnesses at the Clerk's Office when the warrant is obtained. Thereafter, the Prosecutor's Office will initiate the issuance of all necessary subpoenas for arresting officers and other witnesses.

Copies of the Municipal Court Journal Entry which sets forth the provisions and details of the new procedure shall be distributed to all Units for instructional purposes and for retention as a permanent reference.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 46-71 HEADQUARTERS December 31, 1971

SUBJECT: ORGANIZATIONAL STRUCTURE AMENDED

TO THE MEMBERS OF THE DEPARTMENT

Effective January 1, 1972, the organizational structure of the Department shall be amended and the Task Force is placed under the Command of the Division of Basic Patrol.

By order of,

GERALD J. RADEMAKER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 45-71 HEADQUARTERS December 31, 71
18

SUBJECT: OPERATIONS OFFICER

TO THE MEMBERS OF THE DEPARTMENT

Effective January 1, 1972, there shall be an Operations Officer of the rank of Captain on duty on the 2nd and 3rd Platoons throughout the week and also on the 1st Platoon on Saturdays and Sundays.

He shall be Headquartered at the Communications Control Center (CCC) and shall be responsible and submit his reports to the Inspector in Command of the Division of Basic Patrol.

The Commanding Officer of the Division of Basic Patrol shall arrange for the scheduling of District Captains to this duty.

It shall be the duty of the Officer in Charge of the CCC and Superior Officer to notify the Operations Officer of all police matters of major importance involving on-duty or off-duty members of the Department, major crimes, missing juveniles, crimes involving prominent persons, disorders, disasters and other police incidents of a serious nature. It is the responsibility of the Operations Officer to take command of all such serious police incidents and to ascertain that all necessary police action and procedures are put into effect.

(Continued on Page Two)

GENERAL POLICE ORDER

No. 45-71 HEADQUARTERS December 31, 19 71

SUBJECT: OPERATIONS OFFICER

Page Two

When warranted by conditions and in the absence
at the scene of a Superior Officer of the rank of
Captain or above, the Operations Officer shall
personally report to the scene of the police incident
and assume command. The Operations Officer shall notify the respective District Commander, Inspector in Command of the Division of Basic Patrol and the Chief of Police of major police incidents, when it appears urgent that such matters be called to their attention during such tours of duty. The Operations Officer shall include in his daily duty report a log of all such incidents.

The Operations Officer shall notify CCC at the start and conclusion of his tour of duty. Before reporting off duty, he shall first confer with the Operations Officer reporting on duty and shall advise him of all major police matters occurring during his tour of duty.

GPO 5-70 is hereby rescinded. (O.D.)

By order of,
GERALD J. RADEMAKER
CHIEF OF POLICE

GPO 44-71

December 10, 1971

SUBJECT--USAGE OF REVISED TOW REQUISITION FORM C of C 2085 --
ABANDONED VEHICLE HANDLING PROCEDURES

Form C of C 71-2085 Rev.-2, entitled "CLEVELAND POLICE TOW UNIT - TOW REQUISITION" has been revised and shall be utilized in connection with the removal of abandoned vehicles.

This form is divided into four sections:

- Section #1 Pertains to the vehicle for which the tow is being requested and shall be fully completed by the officer requesting the tow.
- Section #2 "AUTHORITY TO REMOVE VEHICLE FROM PRIVATE PROPERTY" shall be completed by the officer requesting the tow, only when the owner, manager, or lessee of the private property makes a complaint that a vehicle has been parked upon said premises in excess of 72 hours. The owner, manager, or lessee shall be required to affix his signature on the designated line of the form.
- Section #3 "TOW OFFICE USE ONLY - JUNKER DETAIL" shall be completed only by the Tow Unit Junker Detail personnel.
- Section #4 "RADIO DISPATCH" shall be completed by the Radio Dispatcher assigned to the Communications Control Center. He shall make no entry in the box allocated to "PIN # ASSIGNED". This box shall be completed by the computer operator that is assigned to the Tow Unit, at the time that the vehicle is entered into the NEOPIN Computer System.

PROCEDURES:

Complaints of abandoned vehicles shall be resolved by removal of the vehicle; either by notification of the owner or by Police Tow or when warranted by the condition of the vehicle through removal by a contracting junk dealer, as follows:

A. The Officer assigned to the complaint shall:

1. Obtain the license number and vehicle identification number (VIN).
2. Call the CCC or the District Station, and through the Computer Terminal Operator, obtain a listing and a check on the status of the vehicle.
3. When there is no "Pickup" or "Stolen" status, mark the vehicle as the basis for a 72 hour recheck; and make every effort to contact the owner, particularly through inquiries in the vicinity.

4. After expiration of the 72 hours, return to the scene and issue a "Notice of Violation" (Parking Ticket) for violation of Traffic Ordinance 9.0903 "Abandoned Vehicle".

Parking Tickets shall not be issued to abandoned vehicles without plates and Step 5 shall be followed as soon as these vehicles are discovered.

5. Complete Tow Requisition Form C of C 71-2085 Rev.-2, Section #1 (original copy only) and forward it to the Tow Unit. In completing this form, the "Tow Unit Complaint #" shall be entered by the Tow Unit office.

B. The Officer assigned to the Tow Unit Junker Detail:

1. Shall make the follow-up investigation on each vehicle tow request, determining --
 - a. Whether the vehicle is to be given to a contracting junk dealer; or
 - b. Whether it should be impounded.
2. Shall then --
 - a. If it is classified as junk per ORC Section 737.313, photograph the vehicle and assign it to a contracting junk dealer for removal; or
 - b. If not within said description of a junk vehicle, cause the vehicle to be towed and impounded by the Police Tow Unit.

3. Shall complete Section #3 of Form 2085.

C. When the vehicle must be impounded, the Tow Unit personnel shall deliver the Tow Requisition to the CCC Radio Dispatcher.

D. The Radio Dispatcher shall --

1. Dispatch the POLICE Tow Truck to tow the vehicle to a Police Impound Lot.
2. Complete Section #4 of the Form 2085 and return it to the Tow Unit.

The Tow Unit shall maintain a reference file of these tow requisition forms and photographs, and shall prepare a weekly report listing the vehicles removed by contracting junk dealers with all the required information. This report shall be forwarded to the Chief's Office on each Monday.

GPOs 129-51, 4-68 and 11-68 are hereby rescinded.

By order of,

STEVE SZEREIO
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 44-71 HEADQUARTERS, December 10, 71
19

SUBJECT: USAGE OF REVISED TOW REQUISITION FORM
C of C 71-2085 -- ABANDONED VEHICLE
HANDLING PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

On December 13, 1971, the revised Tow Requisition Form C of C 71-2085 and Abandoned Vehicle Handling Procedures shall go into effect.

All members shall be governed by and shall comply with these instructions and procedures which have been prepared for individual distribution as an integral part of this order.

Commanding Officers shall cause a copy to be issued to each member in their Divisions, Districts or Units and supplies are being forwarded for this purpose.

By order of,

STEVE SZERETO,
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 43-71

HEADQUARTERS December 6, 1971

SUBJECT: REINSTATEMENT OF RULE 86 - SECTION 3

TO THE MEMBERS OF THE DEPARTMENT

By order of the Acting Director of Public Safety, Rule

86 - Section 3 of the Manual of Rules is hereby reinstated.

The Firearms Proficiency Rating -- Days Off program
will therefore be resumed.

GPO 28-71 is hereby rescinded.

By order of,

STEVE SZERETO,
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 42-71

HEADQUARTERS December 6, 71

SUBJECT: OVERTIME REGULATIONS - GPO 27-71
RESCINDED

TO THE MEMBERS OF THE DEPARTMENT

By directive of the Acting Director of Public Safety, OT regulations established by a prior Safety Director's order and contained in GPO 27-71 are hereby rescinded.

Members on Regular Duty shall accumulate no more Overtime than needed for the efficient operation of the Department and as necessary to satisfy all calls for Police service. Said OT shall be credited to the individual and may be taken in equal time off at a later date upon request of the member but only at the discretion of his Superior or Commanding Officer who must first consider the manpower needs for the period involved.

Limits upon the amount of Overtime that can be accumulated and the length of time that Overtime can remain unused shall be governed by the term reasonableness and by the best interests of the Department.

Restricted Duty (RD) personnel shall not be permitted to accumulate Overtime except those in essential assignments directly related to the field operation of the Department.

GPO 27-71 rescinded.

By order of,

STEVE SZERETO,
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 41-71 HEADQUARTERS December 3, 71

SUBJECT: ROBBERY - SEX UNIT - DIVISION OF CRIMINAL
INVESTIGATION

TO THE MEMBERS OF THE DEPARTMENT

A Robbery-Sex Unit has been activated in the Division of Criminal Investigation and shall consist of such members of that Division as designated and assigned by its Commanding Officer.

They shall serve as a clearing house of information and shall coordinate Police activity in the investigations of Robberies, Assaults to Rob, Purse Snatchings and Sex Offenses.

Personnel assigned shall conduct original investigations of all robberies of banks and other financial institutions.

They shall also conduct direct investigations whenever deemed necessary by the Officer in Charge of the Unit or Commanding Officer of the Division of Criminal Investigation.

All members of the Department shall submit all pertinent information on any of these crimes to this Unit, particularly any information that they may receive or develop relative to description and identity of possible suspects.

Police Ext. 432 and 433 shall be utilized for any telephonic communications.

By order of,
STEVE SZERETO,
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 40-71 HEADQUARTERS November 19, 71

SUBJECT COMPLETED AUTO TOW REPORTS - FORM
C of C 71-174

TO THE MEMBERS OF THE DEPARTMENT

Whenever a member causes a vehicle to be towed by a AAA tow truck, he shall complete the Auto Tow Report Form C of C 71-174 as required by M 88-54 - May 21, 1954 and GPO 34-69 - December 18, 1969.

In completing this form, members shall supply all information required by the Structured entries as listed on the report. Members shall also describe the condition of the vehicle and its contents on the lines immediately following the words "Personal Property in car".

Commanding Officers shall cause strict compliance with this order.

By order of,

STEVE SZERETO
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 39-71 HEADQUARTERS October 7, 1971

SUBJECT SUPPLEMENTARY OVERTIME RECORD KEEPING
PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Effective October 8, 1971 and until a redesigned IDOT-Card is made available for timekeeping purposes in this Department, all Districts and Divisions shall reinstitute the use of the OT Card- C of C 71 OT-1 as follows:

1. One of these cards shall be completed every time a member works or takes overtime.
2. Entries must be accurate, and in recording overtime earned, the "Reason" must be specifically stated in terms of the nature of the incident or assignment together with the name of the principle person or complainant involved. When necessary the back of this card shall be utilized.
3. Superior Officers shall approve the completed cards and shall be responsible for verification by diligent inquiry into the reason for the overtime worked.
4. Completed OT-1 Cards shall be kept on file at the District or Division office for one year.

The Commanding Officer of each District and Division shall personally review the overtime accumulated by the individual members of his command, and at the end of each month shall submit a report, stating that he has done so and that said overtime was necessary for the efficient operation of his District or Division.

Continued on Page Two(2)

GENERAL POLICE ORDER

No. 39-71 HEADQUARTERS October 7, 1971

SUBJECT SUPPLEMENTARY OVERTIME RECORD KEEPING
PROCEDURES

Page Two(2)

Exceptional cases in which the overtime appears excessive shall be listed in the report together with an explanation and the remedial action taken thereon.

The Court Unit shall forward copies of the daily Court Time Sheet to each District and Division by 9:00 AM the following day.

The use of the present IBM OT-1 Card shall be discontinued. A supply of the C of C 71 OT-1 Cards are now available at the Supply Unit.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 38-71

HEADQUARTERS September 22, 71
19

SUBJECT: AMENDMENT TO PROCEDURES FOR DAILY SICK CALL
& MEDICAL TREATMENT OF MEMBERS BY THE
SAFETY DEPARTMENT MEDICAL BUREAU

TO THE MEMBERS OF THE DEPARTMENT

Procedures governing Sick Call and other visits to the Medical Bureau for treatment shall be amended as follows:

Whenever required, all members shall report to the Medical Bureau between 8:00 AM and 10:30 AM on the days that it is open. This includes members reporting for "SICK CALL", as well as those already on sick leave who are fulfilling their obligation to report for treatment or for either convalescent period or return to duty examinations.

Members reporting after 10:30 AM will be regarded as not having reported as ordered and shall be subject to disciplinary action.

Whenever a member has notified the proper Superior Officer of his Division, District or Unit that he will report to the Medical Bureau on the next day and then finds that he is too ill to report as required, he shall cause notification of the Medical Bureau before 8:30 AM of the morning that he is required to report.

Physicians shall be at the Medical Bureau between 8:00 AM and 12 Noon daily except Saturday, Sunday and Holidays. Members requiring emergency treatment of injuries shall report during these hours to the Medical Bureau,

CONTINUED ON PAGE TWO(2)

GENERAL POLICE ORDER

No. 38-71 HEADQUARTERS September 22, 1971

SUBJECT : AMENDMENT TO PROCEDURES FOR DAILY SICK CALL
& MEDICAL TREATMENT OF MEMBERS BY THE
SAFETY DEPARTMENT MEDICAL BUREAU

PAGETWO(2)

except in those cases of severe injuries requiring immediate treatment at the nearest Hospital Emergency Room.

The Following GPO's are rescinded:

GPO 10-50
GPO 24-50
GPO 46-52

By order of

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

37-71 September 20th, 71
No. HEADQUARTERS 19

ARSON & SUSPECTED ARSON INVESTIGATIVE &
SUBJECT: REPORTING PROCEDURES

PAGE THREE(3)

In those cases, the Police Arson Detail personnel shall bear the responsibility to undertake an investigation without delay.

Police Arson Detail Radio Call numbers are 9225 and 9226 and the Superior Officer in Charge 9202. The Detail's Headquarters will be at the Juvenile Unit Office- 2nd District Station, Police Extension 518, 519, 520 and 521.

By order of,

Lewis Wm.Coffey
Chief of Police

GENERAL POLICE ORDER

37-71 September 20th, 71
No. _____ HEADQUARTERS _____ 18

ARSON & SUSPECTED ARSON INVESTIGATIVE &
SUBJECT: REPORTING PROCEDURES

PAGE TWO(2)

As in all crimes, inquiries are of the greatest importance and this aspect must be pursued at the time of the original investigation. All possible witnesses must be contacted, identified and questioned. Those who offer evidence or information of value shall not be identified in the RC-1 report; but, rather, shall be the subject of a separate Form 1 report, a clear copy of which shall be forwarded to the Police Arson Detail.

Trace or real evidence found at the scene shall be properly handled, tagged, and marked, and safeguarded as well as transferred by signed receipt to preserve the chain of custody.

Evidence Technicians shall be called whenever possible, if there is any scientific evidence. As far as possible all evidence shall be turned over to one investigative unit or team for marking, tagging and transfer to the Police Laboratory.

In the most serious fires, those wherein there is loss of life, serious injury or great monetary loss, if the Police Arson Detail is not at or enroute to the scene, the Division of Criminal Investigation shall be apprised and another Detective team assigned. If no members of the Police Arson Detail are on duty at the time, the Officer in Charge or another member of that Detail shall be contacted and notified by the Division of Criminal Investigation.

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GENERAL POLICE ORDER

37-71 September 20th, 71
No. HEADQUARTERS 19

ARSON & SUSPECTED ARSON INVESTIGATIVE & SUBJECT REPORTING PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

The Division of Criminal Investigation shall be responsible for the coordination of all police investigative activity on all arson and suspected arsons, fraudulent burnings of property, and related offenses. Division of Criminal Investigation personnel shall be detailed to these specific duties.

PROCEDURES:

When a Fire Department Battalion Chief or other Fire Officer in Charge suspects arson at the scene of a fire, he will notify the Fire Exchange which in turn will notify the Communications Control Center.

The CCC shall then assign a Zone Car and a Superior Officer to investigate. If the evidence and information developed establishes either the elements of an arson or related offense, or a well founded suspicion of arson, an RC-1 report shall be completed. These RC-1 reports shall be titled "Arson" or "Suspected Arson" in accordance with the weight of evidence and information developed.

A copy of each such report shall be forwarded to the Police Arson Detail. In all cases in which a report is required, uniformed investigating officers shall notify the Arson Detail or the Division of Criminal Investigation of the incident.

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GENERAL POLICE ORDER

No. 36-71 HEADQUARTERS September 15, 71

SUBJECT: SUPPLEMENT TO GPO 35-71

WARRANT & WANT INFORMATION BY COMPUTER
INQUIRY PROCEDURE FOR CANCELLATION OF
WARRANT & WANTS

TO THE MEMBERS OF THE DEPARTMENT

Whenever any person is arrested on the basis of a warrant or as a result of a want placed against him, the Booking Officer shall notify the personnel of the Warrant & Suspect Unit, Police Line 227, without delay!

Upon notification that a wanted person has been arrested, personnel of the Warrant & Suspect Unit shall cancel the active warrant or want in both the Computer files and manual office files.

Whenever a warrant is ordered returned by an official of the Court, the police officer of the Warrant Unit, that is so notified, shall cancel the active warrant data in the Warrant & Suspect Unit manual and Computer files.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

35-71 September 13 71
No. _____ HEADQUARTERS _____ 19__

WARRANT & WANT INFORMATION BY COMPUTER
SUBJECT : ~~INQUIRY - MODIFICATION OF GPO 22-64~~

TO THE MEMBERS OF THE DEPARTMENT

Information concerning all persons sought by this Department on warrants or as a result of RC-1 Suspect Wanted Reports, or Missing Person Reports is now entered into computer on-line files. Effective September 14, 1971, members shall utilize the Computer Inquiry method to obtain this information. Personnel equipped with Radios shall make their computer inquiry by Radio; and all members are encouraged to make frequent use of this want check system in all routine investigations. Operation and inquiry methods are contained in the "Computer Terminal Operating Manual", a copy of which has been distributed to each District, Division and Unit that has a computer terminal.

As an integral part of this order, booking procedures in GPO 22-64, under the title "Division of Detention" are amended to enable effective implementation of this new inquiry method. Copies of these amendments have been prepared and forwarded to all Divisions, Districts and Units for individual distribution. Commanding Officers shall assure completeness of distribution as well as familiarization and implementation of these procedures by all members under their command.

By order of

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 34-71 HEADQUARTERS September 1, 1971

SUBJECT: BANK ALARM CAMERAS

TO THE MEMBERS OF THE DEPARTMENT

Effective immediately whenever a holdup has actually taken place, the manager of the bank shall, after making sure that all the film has been completely run through the camera, remove such film from the camera and turn it over to the FBI. If the manager is unable to remove the film from the camera, he shall make sure that the remaining film is completely run through the camera, after which he shall turn the entire camera over to the FBI.

The responsibility of the removal of the film and the immediate processing will be assumed by the FBI. They shall assume the responsibility of maintaining the chain of custody of the film.

Upon the availability of the copy film from the FBI, and if it is a satisfactory photo, it will be shown to all available detectives and uniform personnel, and to witnesses at the robbery, to see if immediate identification can be made. A projector is available in the police Photo Lab if the film is 16mm.

The Commanding Officer of the Division of Criminal Investigation and the FBI shall determine if the film is to be released to the various news agencies. All news agencies receiving the film or photograph must agree to either air or print the following:

"If you recognize the wanted persons in this film or photograph, telephone the Cleveland Police Department - 621-1234 or the Federal Bureau of Investigation at 522-1400, at once."

GENERAL POLICE ORDER

No. 34671 HEADQUARTERS September 1, 1971

SUBJECT: DANK ALARM CAMERAS

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This must be insisted on for the benefit of the public.

The processing of the crime scene for prints and other physical evidence will be performed in its entirety by either the FBI or members of the Cleveland Police Forensic Lab depending on the processing team that is first on the scene.

GPO 19-63 is hereby rescinded.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

ks:TELETYPE

GENERAL POLICE ORDER

No. 33-71

HEADQUARTERS August 2, 1971

SUBJECT: RULE 103 - MANUAL OF RULES - RESCINDED

TO THE MEMBERS OF THE DEPARTMENT

The following correspondence from George W. O'Connor, Director of Public Safety, is self-explanatory and members shall govern themselves accordingly.

"Effective this date, July 30, 1971, Rule 103 of the Manual of Rules is hereby rescinded. All members shall make appropriate notation in their copies of the Manual of Rules, noting the effective date."

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 32-71

HEADQUARTERS July 20,

71

SUBJECT: RESPONSIBILITY FOR GUARDING OF PRISONERS
AT HOSPITALS

TO THE MEMBERS OF THE DEPARTMENT

The following placement of responsibility and procedures shall prevail whenever a prisoner, whose custody must be maintained, requires hospitalization and for some reason cannot be confined in the Metropolitan General Hospital Prison Ward:

1. At the time of the arrest, the immediate responsibility for guarding the prisoner shall lie with the uniformed officers of the District that made the arrest or the investigation.
2. During subsequent tours of duty and except as herein-after provided, the basic responsibility shall lie with the District wherein the hospital is located. This District shall be notified by the Officer in Charge of the District or Unit that initially arranged for the hospitalization of the prisoner.
 - a. In every case, Restricted Duty personnel shall be utilized for these guard duties.
 - b. No Regular Duty member shall be so detailed unless there is no Restricted Duty man available.
 - c. Restricted Duty personnel from another District shall be utilized before any Regular Duty man is used.

(CONTINUED)

GENERAL POLICE ORDER

NO. 32-71 HEADQUARTERS July 20, 71

SUBJECT: RESPONSIBILITY FOR GUARDING OF PRISONERS
AT HOSPITALS

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3. When necessary, Policewomen shall be assigned to guard female prisoners.

During the day the Basic Patrol Commander through his Coordinator - and at other times the O.D. - shall resolve all questionable cases, remaining within these guidelines.

The Basic Patrol Coordinator shall examine the Daily Duty Assignment Reports to verify compliance with this order.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 31-71 HEADQUARTERS July 14, 71 19

SUBJECT: UTILIZATION OF FORM 71-49 (PRISONER'S
RECEIPT) AND FORM 71-49A (PRISONER'S
RECEIPT FOR PROPERTY HELD IN EVIDENCE)

TO THE MEMBERS OF THE DEPARTMENT

On July 15, 1971, revised Forms 71-49 and 71-49A shall become the official forms for Prisoner's Receipt and Prisoner's Receipt for Property Held in Evidence.

As an integral part of this order, detailed procedures have been prepared and forwarded to all administrative units in sufficient number of copies for Roll Call instructional purposes and retention as a permanent reference.

Supplies of these forms are available at the Supply Unit.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER 31-71.

July 14, 1971

SUBJECT: UTILIZATION OF FORM 71-49 (PRISONER'S RECEIPT) and
FORM 71-49A (PRISONER'S RECEIPT FOR PROPERTY HELD IN
EVIDENCE.

On July 15, 1971, revised Forms 71-49 and 71-49A shall become the
official forms for Prisoner's Receipt and Prisoner's Receipt for
Property Held in Evidence.

A. The Form 71-49 shall be utilized as follows:

1. Every prisoner who has personal property taken from him for any reason except evidence shall be given a receipt Form 71-49, properly completed.
2. All spaces to be completed are self explanatory and the Booking Officer shall be held responsible for the proper completion of the receipt.
3. Name, rank and badge number of arresting officers shall be entered by the Booking Officer.
4. Cash property shall always be designated as bills or change and the total entered.
5. Personal property shall include all items taken from the prisoner and unused spaces shall be lined out, so as to prevent a prisoner from making a fraudulent entry.
6. A prisoner shall sign the receipt in the presence of the Booking Officer and the Conveying Officers.
7. The Booking Officers shall sign the receipt in the presence of the prisoner and the Conveying Officers.
8. The Conveying Officers shall sign the receipt in the presence of the Booking Officer and the prisoner.
9. After the receipt has been completed, the property shall be placed in a Property Envelope - Form 69 or 70, or otherwise appropriately tagged. An entry shall then be made in the Prisoner's Receipt Book, including the name of the prisoner and the enumeration of all items of property.
10. If a prisoner is released for any reason before being transferred to the Jail Unit, he shall receipt for property returned to him by affixing his signature in the "Delivered to" column, after his name and enumerated property.
11. If the prisoner is released on Bond, the proper entry shall be made after the prisoner's name in the "Bond" column, The officer at the Jail unit who accepts the Bond in lieu of the prisoner shall sign his name in the "Bond" column as a receipt for the Bond.

GENERAL POLICE ORDER 31-71

PAGE TWO

12. When prisoners with property are transferred, the "Delivered to" column shall continue to be signed by the receiving officer.
13. If for any reason a prisoner is unable to sign his receipt, the Officer in Charge of the District or Division doing the booking shall sign in the space allocated for the prisoner's signature and state the reason for the prisoner's inability to sign.

B. The Form 71-49A shall be utilized as follows:

1. Every prisoner, who has taken from him any property which is to be used as evidence or is presumed to be evidence, shall be given a receipt Form 71-49A, properly completed.
2. All spaces to be completed are self explanatory and the Booking Officer shall be held responsible for the proper completion of the receipt.
3. Name, rank and badge number of arresting officers shall be entered by the Booking Officer.
4. Cash property shall always be designated as bills or change and the total entered.
5. The Personal Property section shall be utilized to designate the property being held in evidence and the unused spaces shall be lined out so as to prevent a prisoner from making a fraudulent entry.
6. A prisoner shall sign the receipt in the presence of the Booking Officer and Conveying Officers.
7. The Booking Officer shall sign the receipt in the presence of the prisoner and Conveying Officers.
8. The Conveying Officers shall sign the receipt in the presence of the Booking Officer and the prisoner.
9. The officers finding the evidence held shall sign in the presence of the prisoner, Booking Officer and Conveying Officers.
10. If for any reason a prisoner is unable to sign his receipt, the Officer in Charge of the District or Division doing the booking shall sign in the space allocated for the prisoner's signature and state the reason for the prisoner's inability to sign.

GENERAL POLICE ORDER 31-71

PAGE THREE

11. After completion of the prisoner's receipt, the property to be held as evidence that is taken from a prisoner shall be entered in the Property Book completely and accurately. The property shall then be transferred to the proper Unit as determined by the type of the evidence, tests, and use to be made of it, insuring the proper chain of custody by obtaining the signature of the member who receives it.
12. Whenever property is transferred, the Property Book shall be receipted by the receiving officer. Similarly a receipt in the Property Book shall be obtained in the event that property, that is being held as evidence, is returned to the owner or to the prisoner prior to his transfer.
13. If a partial return of property is to be made, the entry shall be rewritten so that only that property which is given to any one individual is listed and receipted for on the same line.
14. Whenever possible, property held in evidence shall be placed in and forwarded in a Property Envelope - Form 68, and otherwise, appropriately tagged.
15. Size and kind of evidence shall be the determinents of the method used to prevent contamination and insure the chain of custody.

If for any reason a District or Division Commander desires, or an Officer in Charge believes it necessary, prisoner receipts for property, both Form 71-49 and 71-49A, can be made in duplicate so that a copy can be held at the place of booking to document the fact that the prisoner and the officers have signed the receipt form as required.

- D. Any officer who accepts a receipt for property under any condition shall enter his initials immediately above or over the signature of the recipient of the property.

Memo 22-62, dated May 1, 1962 (Receipts for Property Held as Evidence and Personal Property Taken from Prisoners), is hereby rescinded.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 30-71 HEADQUARTERS July 8, 71
19

SUBJECT: NEW NOTICES TO APPEAR (MOVING TRAFFIC
CITATIONS)

TO THE MEMBERS OF THE DEPARTMENT

Effective 12:01 A.M., Saturday, July 10, 1971 Notices to Appear (Moving Traffic Citations) containing court costs and changing the hours of the Waiver Bureau are to be issued by members of the Department to cited traffic law violators. These new Notices to Appear are numbered 212001 and up. They are to be picked up at the Department Supply Unit, 1600 East 19th Street, on Friday, July 9, 1971 between 7:00 A.M. and 1:00 P.M. by all Districts, Divisions and Units needing them for distribution.

These new Notices to Appear are the only Notices to Appear that are to be issued by members of the Department after 12:01 A.M., July 10, 1971. All old Notices to Appear, partially used books and books not used, are to be returned to the Data Processing Unit on or before July 30, 1971.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 29-71 HEADQUARTERS June 4, 71
19

SUBJECT: INSTRUCTIONS FOR PERSONAL-PORTABLE
RADIO TRAINING BULLETIN 12.2

TO THE MEMBERS OF THE DEPARTMENT

Training Bulletin 12.2 - Instructions for Personal-Portable Radio - has been prepared and a copy is being distributed to each member which he shall retain as a permanent reference.

This Training Bulletin shall be considered an integral part of this order and shall be observed by all members.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 28-71

HEADQUARTERS June 1,

71
19

SUBJECT: RULE 86 (3)

TO THE MEMBERS OF THE DEPARTMENT

The following directive was received from the Director of Public Safety. George W. O'Connor:

"Effective this date, (May 27, 1971) Rule 86, Paragraph (3), which states: "They shall be granted days off upon attaining certain proficiency ratings on the range. The schedule for ratings and days off shall be established by the Chief of Police." is hereby rescinded.

(Signed)

George W. O'Connor "

All members shall govern themselves accordingly.

LEWIS WM. COFFEY,
CHIEF OF POLICE

Resc.
1/30/71
42

GENERAL POLICE ORDER

No. 27-71 HEADQUARTERS June 1, 71
19

SUBJECT : OVERTIME

The following order from the Director of Public Safety, George W. O'Connor, is self-explanatory:

- " 1. Effective this date (May 27, 1971) and excepting compensatory time previously accrued, no member will accrue more than forty (40) hours of time due at any given time.
2. Members who are authorized to work overtime and who have more than 40 hours time due on the books must be given compensatory time off within thirty (30) calendar days of the date on which they received authorization to work or receive overtime.
3. Members with less than forty(40) hours time due may accrue overtime up to the forty-hour limit. Overtime earned beyond the limit shall be treated as in paragraph 2 above.
4. Members may add their time due to their annual furlough if they choose, provided the furlough is not extended by more than five days.
5. Superior Officers, in granting the taking of time due, must exercise such discretion as to assure that basic services of the Division are maintained during the days and hours of greatest need.

(Signed) George W. O'Connor "
All members of this Department shall govern themselves accordingly.

By order of,
LEWIS WM. COFFEY,
CHIEF OF POLICE

REC.
707 42-71

GENERAL POLICE ORDER

NO. 26-71

HEADQUARTERS, May 21,

71

SUBJECT: SUPPLEMENT TO GPO 39-68 - SPEEDING
VIOLATIONS IN SCHOOL ZONES & RESIDENTIAL
ZONES - NOT WAIVERABLE OFFENSES

TO THE MEMBERS OF THE DEPARTMENT

Traffic violations of speeding in school or residential
zones are NOT WAIVERABLE OFFENSES.

Officers issuing Notices to Appear for speed violations in school zones and residential zones shall mark the "YES" block after "Unusual Situation" at the bottom of the face of the ticket. This will assist the violator in interpreting the wording of the instructions located on the back of the citation.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 25-71

HEADQUARTERS

May 11, 1971

SUBJECT RESOLUTION 329-69 - SICK LEAVE PROCEDURES
MEMBER OF FAMILY ILLNESSES

TO THE MEMBERS OF THE DEPARTMENT

The following procedures shall be followed when sick leave is taken because of serious illness in a member's family as provided for in Board of Control Resolution 329-69:

1. There must be a "SERIOUS ILLNESS" of a member's family. Immediate family shall include the member's mother-in-law and father-in-law. (Note: Maternity cases generally are NOT a "SERIOUS ILLNESS").
2. The member must get permission for Sick Leave under Resolution 329-69 from his Superior Officer. It is incumbent upon the Superior Officer to grant this leave after determining that there is a serious illness in the member's immediate family.
3. A Pink Sick Slip (Disability Report C. of C. Surg. 3) must be made out as for any member reporting sick, and it must be called into the Safety Department Medical Bureau. The Pink Slip must be then forwarded to the Medical Bureau.
4. It will be the duty of the Superior Officer granting permission for the member to be off under Resolution 329-69 to send a Form 1 departmental information report through channels to the Chief's Office with one copy being forwarded directly to the Medical Bureau.

(CONTINUED)

GENERAL POLICE ORDER

No. 25-71

HEADQUARTERS May 11, 71

SUBJECT RESOLUTION 329-69 - SICK LEAVE PROCEDURES
MEMBER OF FAMILY ILLNESSES

- 2 -

This will notify the Chief and the Medical Bureau of this permission and absence of the member.

5. The maximum sick leave time allowed under Resolution 329-69 is three days within the State and five days out of the State.

6. Before a member can return to work, he must:

- a. Have a certificate or letter from the doctor attending the member of his family in his or her serious illness. This letter or statement can be brief outlining the nature and diagnosis of the illness.
- b. This letter or statement shall then be turned in to the Medical Bureau to Dr. D'Alessandro or an assistant physician.
- c. A Surgical Form 4 "Duty Orders" will be made out at the Medical Bureau and this slip must be returned to the member's District, Bureau or Unit before the member can return to work.

If there are any further inquiries, the member or his Superior Officer can contact the Safety Department Medical Bureau - Police Ext. 296, 297 or 298 or present himself at the Medical Bureau, 2475 East 22nd Street, basement level.

(CONTINUED)

GENERAL POLICE ORDER

No. 25-71 HEADQUARTERS May 11, 71

SUBJECT RESOLUTION 329-69 - SICK LEAVE PROCEDURES
MEMBER OF FAMILY ILLNESSES

- 3 -

General Police Orders 31-69 and 3-71 are hereby
rescinded.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 24-71 HEADQUARTERS May 10, 1971

SUBJECT: METROPOLITAN GENERAL HOSPITAL PRISON
WARD ADMISSION ARRANGEMENT PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

The following procedures shall govern all Metropolitan General Hospital Prison Ward admission arrangements:

1. Whenever the prisoner is at a hospital, the doctor in charge at that hospital must contact the "CHIEF SURGICAL RESIDENT" at Metro General Hospital and obtain permission to make the transfer.
2. When a police officer must send or take a prisoner to the Prison Ward at Metro General Hospital, he shall first contact the "CHIEF SURGICAL RESIDENT" for permission.

This type admission would be necessary when a prisoner at Central Prison or at a District Jail requires hospitalization at Metro General Hospital and there is no doctor present at the site of the detention.

For emergency medical treatment, prisoners shall be taken to the nearest hospital under proper guard. In such cases, if the prisoner requires hospitalization and can be transferred to Metro Prison Ward, Step # 1 must be followed.

Other Police Departments and Law Enforcement Agencies must make their own arrangements and are governed by the same procedures (Steps 1 & 2). Additionally, because of

(CONTINUED)

GENERAL POLICE ORDER

No. 24-71 HEADQUARTERS May 10, 71

SUBJECT METROPOLITAN GENERAL HOSPITAL PRISON
WARD ADMISSION ARRANGEMENT PROCEDURES

- 2 -

space limitations and the need for administrative control, Metro General Hospital authorities also require that these other Departments and agencies obtain permission from the Cleveland Police Department to use the Prison Ward facilities. The Officer in Charge of the Second District shall discharge this responsibility and is the authority that must be contacted for this purpose -- (621-1270 Ext. 512). The Second District Officer in Charge shall be guided by space availability and the priorities of seriousness of the offense and the immediate needs of the Cleveland Police Department.

Prisoner patients at Metro General Hospital Prison Ward that require more nursing care, treatment or equipment than is available in the Prison Ward will be placed on a General Medical or Surgical floor or in an Intensive Care Unit.

If such prisoner is the responsibility of the Cleveland Police Department, the Second District shall be notified and they shall maintain the 24 hour guard duty.

Other Police Departments or the Sheriff's Department with such prisoners at the Hospital shall be responsible for their security and shall furnish their own guards.

GPO 145-51 is hereby rescinded.

(CONTINUED)

GENERAL POLICE ORDER

No. 24-71 HEADQUARTERS May 10, 71
19

SUBJECT: METROPOLITAN GENERAL HOSPITAL PRISON
WARD ADMISSION ARRANGEMENT PROCEDURES

- 3 -

Provisions of GPO 27-61 and 30-61 -- PRISONER REGISTRATION FORM (CLEVELAND METROPOLITAN GENERAL HOSPITAL) remain in effect and all members shall continue to comply.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 23-71

HEADQUARTERS May 10, 71

SUBJECT BUMPER STICKERS AND POLITICAL SIGNS ON
POLICE VEHICLES

TO THE MEMBERS OF THE DEPARTMENT

Per the administrative directive received in October 1970 which was then the subject of Departmental Notice 70-210, all members are hereby notified that the posting of political oriented bumper stickers and similar signs advocating political issues or candidates is strictly prohibited and a violation of departmental rules. Any violation shall be the subject of disciplinary action.

Commanding and Superior Officers shall cause frequent inspections of police vehicles for any such signs.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 22-71 HEADQUARTERS May 5, 71
19

SUBJECT: PERSONAL APPEARANCE OF MEMBERS

TO THE MEMBERS OF THE DEPARTMENT

Effective immediately, on the advice and instructions from the Cleveland Law Department, the provisions of GPO 23-69, dated July 24, 1969, and paragraph 3, page one of GPO 38-68, dated December 9, 1968, are unenforceable and not legally defensible. Accordingly, GPO 23-69 and paragraph 3, page one of GPO 38-68 which specifies limitations on hair dress, beards and mustaches are rescinded.

Rule 58 of the Manual of Rules of the Division of Police shall continue to be observed. A new General Police Order defining the limitations of hair dress within the meaning of "well groomed" shall be forthcoming which will comply with the legal opinion of the Law Department.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 21-71 HEADQUARTERS May 3, 71

SUBJECT: SUPPLEMENT TO GPO 33-70 - FIELD
TRAINING PROGRAM PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Field Training Program Procedures, GPO 33-70, shall be amended as follows:

In Section B - Assignment Procedures, Article # 2 is superseded by new Article # 2:

Assignments of Probationary Patrolmen shall be rotated among the Field Training Officers within the Unit or Platoon. The frequency of this rotation shall be based upon the recruit's progress and the need for developement of a consensus in rating his performance. In no event shall it be done more often than once a month, nor less often than once every 3 months. A Rating Form shall be completed by the Field Training Officer upon each such occasion of rotation re-assignment.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 20-71 HEADQUARTERS April 29, 71
19

SUBJECT: SECURITY OF PORTABLE RADIO
(Supplement to GPO 39-70)

TO THE MEMBERS OF THE DEPARTMENT

When portable radios are issued to members of the Department, each member must maintain personal custody and keep his radio with him at all times. Portable radios shall not be left unattended in police vehicles or anywhere else.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

19-71
NO. _____ HEADQUARTERS April 12, 71

SUBJECT: CASE PREPARATION & PROSECUTION PROCEDURE
DURES FOR SECOND AND SUBSEQUENT
OFFENDERS - NOTIFICATIONS TO BUREAU OF
CRIMINAL IDENTIFICATION AND INVESTIGATION
(BCI) PER OHIO REVISED CODE (ORC) 109.60

TO THE MEMBERS OF THE DEPARTMENT

A number of misdemeanors in the Ohio Revised Code become felonies upon second and subsequent offenses. A list containing most of these sections has been provided by the Ohio Attorney General through the BCI, and it shall be considered an integral part of this order. ORC Section 2923.012 is not on this list, but shall be included and also subject to the following procedures. Section 2923.012 "Carrying Other Concealed Weapons" prohibits the carrying of a bowie knife, dirk, blackjack, billyclub, brass knuckles, or other weapons capable of inflicting bodily harm concealed on or about his person and becomes a felony whenever there has been a previous conviction for any one of the offenses enumerated in it.

Case preparation and processing of all such cases shall be governed by the following procedures:

Every member who learns of a prior offense with conviction on a person who has been arrested for violation of any of these Sections of the Ohio Revised Code shall make a written report.

Whenever appropriate, this report shall be in the form of an additional RC-1 report made to the Report Center, or the information may be included in an original RC-1 report.

(CONTINUED)

GENERAL POLICE ORDER

19-71
NO. _____ HEADQUARTERS _____ April 12, 71
19

SUBJECT: CASE PREPARATION & PROSECUTION PROCEDURE FOR SECOND AND SUBSEQUENT OFFENDERS - NOTIFICATIONS TO BUREAU OF CRIMINAL IDENTIFICATION AND INVESTIGATION (BCI) PER OHIO REVISED CODE (ORC) 109.60

- 2 -

In other cases, he shall submit a Form # 1 report detailing the circumstances.

Copies of these reports shall be kept with the case file. In addition, the Detective Division shall be notified verbally and the name of the Detective that was notified shall be included in the aforementioned reports.

The Detective Division shall have the responsibility for:

1. Proper case preparation.
2. Completion of the proper record checks through both the Record Section and the Detective Division Identification Unit.
3. Acquisition of felony warrants whenever there is a record of a previous conviction.

The Detective Division Identification Unit shall have the responsibility of forwarding to the BCI, London, Ohio, the fingerprint record and other information as required by ORC 109.60.

Copies of the list of offenses are being distributed.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

18-71
No. _____ HEADQUARTERS _____ April 9, 1971

SUBJECT: DIVISION & DISTRICT LEVEL DISCIPLINARY
PROCEDURES - (WARNING NOTICES & CHARGES
HEARINGS)

TO THE MEMBERS OF THE DEPARTMENT

Minor rules violations by members and employees of the Department may be the subject of District or Division level disciplinary action. This action may vary in form from a written warning by the member's immediate supervisor to a Charges Hearing before the District or Division Commander. In all cases, the incident and action thereon will become a permanent part of personnel records with copies placed in the individual's jacket.

WARNING NOTICE PROCEDURE:

Minor rules infractions may be the subject of a written Warning Notice by any Superior Officer of higher rank than the offending officer.

Subject to the Commanding Officer's approval, the Warning Notice shall be a discretionary alternative to Departmental Charges whenever -- after considering the nature of the violation, the individual's record of conduct and performance and other extenuating circumstances -- the Superior Officer feels that it is the best and most beneficial course of action.

Written Warning Notices shall be prepared on a partially structured Form # 1 report form and format shall include:

(CONTINUED)

GENERAL POLICE ORDER

NO. 18-71 HEADQUARTERS April 9, 71

SUBJECT DIVISION & DISTRICT LEVEL DISCIPLINARY
PROCEDURES - (WARNING NOTICES & CHARGES
HEARINGS)

- 2 -

Subject
Observation & Investigation
Violation
Notification
Endorsements

The Subject shall include the offender's name, rank or job title and/or badge or identification number.

The Observation & Investigation section will document the actions observed and facts developed by the reporting supervisor or will list any enclosures such as:

Copies of formal complaints
Prior investigations
Duty Reports
Offending officer's report, if any

The Violation section will consist of two paragraphs. The first stating the specific instruction, order, policy, procedure or rule that was violated. The second paragraph will briefly state the action(s) of which the violation consisted.

The offending officer shall always have the option to reply with an explanation or defense in writing; or he may be compelled to submit a Form # 1 report at the discretion of the Investigating Officer. These reports shall be kept

(CONTINUED)

GENERAL POLICE ORDER

No. 18-71 HEADQUARTERS April 9, 71
SUBJECT: DIVISION & DISTRICT LEVEL DISCIPLINARY
PROCEDURES - (WARNING NOTICES & CHARGES
HEARINGS)

- 3 -

in the permanent file with the Warning Notice.

The Notification section will state concisely the fact that the offense was discussed with the offending officer(s) and will briefly record any reply he might wish to document. The last paragraph of this section will consist of the hand written time, date and signature of the offending officer(s) as a receipt for the third copy of the Disciplinary Notice.

The Endorsement section will be for the required endorsements of each level of command, Sector, Platoon, District or Division. These supervisors, officers in charge and commanders may approve, disapprove, comment or affix their signature as evidence of command notice.

The second copy of the report shall be kept on file in the District or Section. The original copy will be forwarded to the Internal Affairs Section for staff review and then to the Personnel Unit of the Chief's Office to become a permanent record in the offending officer's personnel file.

A sample of a completed Warning Notice shall be forwarded to all for administrative use.

(CONTINUED)

GENERAL POLICE ORDER

NO 18-71

HEADQUARTERS

April 9,

71

SUBJECT: DIVISION & DISTRICT LEVEL DISCIPLINARY
PROCEDURES - (WARNING NOTICES & CHARGES
HEARINGS)

- 4 -

IMMEDIATE COMMAND LEVEL DISCIPLINARY (CHARGES)
HEARINGS

Whenever charges are preferred, the District or Division Commander may, in his own good judgement and with the acquiescence of the offending member, conduct the Hearing at the District.

Penalties may vary from a reprimand to a maximum of the cancellation of two vacation days.

In case of flagrant violations, habitual offenders and when opted by the offender, charges shall be referred to the Chief of Police for the Hearing.

In every instance complete reports must be forwarded to the Chief's Office to become an official part of the member's personnel file.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

C of C, FORM 71-1

POLICE DEPARTMENT
CLEVELAND, OHIO
DEPARTMENTAL INFORMATION

DIST. 5 ZONE

March 12, 1971

EXAMINED BY _____ RANK _____

FROM John J. Roe, Sgt. TO John Jones, Lt.

SUBJECT WARNING NOTICE, Ptl. John Doe #0000 & James Jackson #000

COPIES TO _____

OBSERVATION/INVESTIGATION

At 3:30 PM, March 11, 1971, while assigned supervisor of Squad 1 on the first platoon and monitoring the Police Radio, I noted that Car 531 had failed to respond to the third broadcast of an assignment directed to them.

At 3:33 PM, March 11, 1971, I observed Ptl. Doe & Jackson, assigned to Car 531, entering the locker room. I questioned them as to their assignment and was informed that they had been on a disturbance for the past hour. I asked them why they had not responded to the dispatcher's call since they had a radio in good working order. They had no valid excuse.

Copies of my Daily Report for January 12, 1971 and January 20, 1971 are attached and show that these same two officers had been instructed on both of those days for being delinquent in the same manner.

VIOLATION

Rule 44(3) "They shall promptly acknowledge and respond to all calls directed to them by the Radio Dispatcher."

Specification: On January 12, 1971, January 20, 1971 and March 11, 1971, Patrolmen Doe & Jackson failed to comply with Rule 44(3) by ignoring the repeated calls of the Radio Dispatcher at the termination of their tour of duty.

NOTIFICATION

At 8:00 AM, March 12, 1971, I discussed this report with Patrolmen Doe & Jackson. They had no reasonable explanation for these delinquencies. The proper radio procedures were reviewed with them in detail and I am assured they are now aware of their duties and responsibilities concerning prompt response to the Radio Dispatcher's call for their car.

These officers had no remarks they wished to document.

ENDORSEMENTS

2⁵⁵ pm MAR. 12, 1971 John J. Roe #0000, James Jackson #000

John J. Roe, Sgt.

CLE000620

GENERAL POLICE ORDER

17-71
NO. _____

HEADQUARTERS April 7, _____

71
19 _____

SUBJECT DECENTRALIZED CAR WASH PROGRAM - NEW
CONTRACT

TO THE MEMBERS OF THE DEPARTMENT

The new Decentralized Car Wash Program will go into effect April 12, 1971. There are three locations which shall be utilized by the various Districts, Bureaus and Divisions as follows:

Pearl Brookpark Car Wash, Inc., at 5133 Pearl Road, Cleveland, will wash sedans and station wagons assigned to the 1st and 2nd Districts and such other vehicles that originate at these Districts or are assigned to such general location for duty. The hours for washing police vehicles shall be Monday thru Friday, 8:30 AM to 5:30 PM.

Super Clean Auto Wash, Inc., at 14709 Kinsman Road, Cleveland, will wash sedans and station wagons assigned to the 4th District, certain cars of the 5th District (to be designated by the District) and such other cars that originate at the 4th and 5th Districts or are assigned to such general locations for duty. The hours for washing police vehicles shall be Monday thru Friday, 8:00 AM to 6:00 PM.

Mr. Magic Auto Wash, at 1851 Carnegie Avenue, Cleveland, will wash sedans and station wagons assigned to the 3rd District, 6th District, certain cars from the 5th District (to be designated by the District), and those cars emanating from Central Station and the Traffic Bureau.

(CONTINUED)

GENERAL POLICE ORDER

No. 17-71 HEADQUARTERS April 7, 71

SUBJECT: DECENTRALIZED CAR WASH PROGRAM - NEW
CONTRACT

- 2 -

The hours for washing police cars shall be Monday thru Friday, 8:00 AM to 6:00 PM., and Sunday, 8:00 AM to 1:30 PM. Please note the difference in days at this location.

Vehicles are to be washed no more often than once each week.

No Department of Public Safety vehicle is to be washed after April 9, 1971, at Freeway Auto Wash.

All previous conflicting Departmental Orders and Notices are rescinded.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 16-71

HEADQUARTERS March 31

71
10

SUBJECT REVISED PROCEDURES FOR DELIVERY AND

DISPENSING OF GASOLINE, OIL AND ANTI-FREEZE AT DISTRICT STATIONS

responsible for proper completion of these disbursement forms. At the end of each tour of duty, this officer shall sign and forward the completed form through channels to the office of the Director of Public Safety.

GPO 45-53 is hereby rescinded. Old forms and registers shall be sent to the Supply Unit.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 16-71 HEADQUARTERS March 31, 71

SUBJECT: REVISED PROCEDURES FOR DELIVERY AND
DISPENSING OF GASOLINE, OIL AND ANTI-FREEZE
AT DISTRICT STATIONS

TO THE MEMBERS OF THE DEPARTMENT

Effective April 1, 1971 the following procedure shall govern the delivery and dispensing of gasoline, oil and anti-freeze at District Stations. The 3rd District and the facilities at East 19th & Payne Avenue are excepted.

DELIVERY TO DISTRICTS

The Division of Motor Vehicles will deliver the gasoline, oil and anti-freeze to the Districts in bulk quantities. The driver will present two dray tickets for signature. He will retain the original and the Officer in Charge of the Station shall forward the copy through channels to the Office of the Director of Public Safety.

DISPENSING GAS AND OIL

A yellow "Daily Disbursement Record" form shall be utilized to record all disbursements of gas, oil and anti-freeze to police cars and other city vehicles. In each case the driver shall furnish the information necessary for a complete and accurate entry, including the name of the Department of non-police recipients.

The Commanding Officer shall designate the Officer in Charge of the Station or another officer on each platoon to supervise and be

CONTINUED

GENERAL POLICE ORDER

No. 15-71 HEADQUARTERS March 31, 71

SUBJECT: SUPPLEMENT TO GPO 14-71--
REQUISITION FORMS C of C 71-64
STANDARD & EMERGENCY ORDERING PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

The following information shall be included on Requisition Forms C of C 71-64 when ever applicable and in all cases of expendable items and supplies:

1. The amount on hand at the beginning of the previous year (e.g. 1970)
2. The amount used during the previous year (e.g. 1970).
3. The amount on hand at the beginning of the current year.
4. The amount used so far in the current year.
5. The amount presently on hand.
6. Anticipated lifetime or expenditure of the items being requisitioned.

The Officer in Charge of the Unit shall sign the form just as he does on Form #1 reports and the Commanding Officer shall affix his signature in the space provided at the lower right hand corner.

In addition to GPO 8-68, GPO 7-69 is hereby rescinded.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

NG. 44-71 HEADQUARTERS March 30, 71

SUBJECT: REQUISITION FORMS C of C 71-64 ---
STANDARD & EMERGENCY ORDERING PROCEDURES

PAGE (2)

All emergency requisitions for either equipment, supplies or services must be approved by and arranged through the Chief's Office. In no case may any member initiate a purchase or services transaction without first obtaining this clearance.

GPO 8-68 is hereby rescinded.

By order of,
LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 14-71

HEADQUARTERS March 30, 71is

SUBJECT: REQUISITION FORMS C of C 71-64-

STANDARD & EMERGENCY ORDERING PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Requisition Forms C of C 71-64 shall be utilized to obtain material or services. Complete information must be included on the form in order that the Division of Purchasing & Supplies can intelligently handle bids and purchases.

In every case, the item must be described with specific details as follows:

1. Type, name, and grade of item or service.
2. Model number and color, if pertinent; catalogue number, if available; and any other necessary descriptive information.
3. Purchase price.
4. Name and address of supplier.

To facilitate deliver. the delivery site must be specifically described on the Requisition Form by address, floor and room number, etc..

Whenever in doubt as to proper descriptions of items, or any other matter concerning the preparation of the requisition, members shall contact the Purchasing Division for advice and direction.

Routine and non-emergency requisitions shall be forwarded by Departmental mail through normal channels to the Chief's Office. When necessary, these shall be accompanied by a separate Form #1 report outlining the need or justification.

(Continued)

GENERAL POLICE ORDER

13-71
No. _____

HEADQUARTERS March 19, 71 19 _____

SUBJECT NEW RADIO CALL NUMBERS FOR POLICE
VEHICLES

TO THE MEMBERS OF THE DEPARTMENT

A list of the new radio call numbers for police vehicles is being distributed to each District, Division and Unit. They shall be the official radio call numbers for the police department.

These call numbers serve to set forth the basic duty assignment or responsibility of the respective radio-equipped units together with the District and Zone or Unit to which they are assigned.

Except temporarily and for good cause, the approval of the Chief shall be required:

- (1) to adopt or use a different or new number.
- (2) to alter the duty responsibility or basic function of any Unit listed in this schedule.

Whenever such a temporary change is made, the initiating Officer shall inform the Officer in Charge of the Communications Control Center, and in addition he shall forward a report through channels to the Chief's Office.

In their Radio broadcasts, Base Stations at District Headquarters shall identify themselves with the term "Base", followed by the District number; eg:

Base 6 to Car 623

Base 2 to Car 211

All members shall continue to strictly comply with the provisions of Rule 4 - Section 21 of the Manual of Rules and G. P. O. 39-70.

By order of,
LEWIS WM. COFFEY,
CHIEF OF POLICE

GPO 12-71

March 19, 1971

NOTICES OF VIOLATION (PARKING TICKETS) --
AFFIDAVIT COMPLETION PROCEDURES

Effective March 22, 1971 Notices of Violation (Parking Tickets) shall be signed and sworn to before an officer of the Department, sworn as a deputy clerk of the court, in each District and Unit of the Department before such Notices of Violation are forwarded by locked box to the Data Processing Unit.

All members of the Department upon being issued a book of Notices of Violation from a District, Division or Unit shall:

1. Complete the face sheet receipt by writing his name, rank, unit of assignment, and the date received in the spaces allotted for this information. He shall then sign this receipt and forward it to the Data Processing Unit by locked box without delay.
2. When issued, the Notice of Violation shall be correctly and legibly completed. The correct ordinance violation number must be inserted in the oath section at the bottom of the Notice in the space following the words "In Violation of Ordinance 0"
This must correspond with the traffic violation block as checked.
3. Issuing officers, either during their tour of duty or at the end of their tour of duty, shall be sworn and shall swear to the information on the Notice according to the following procedure:
 - a. The officer-deputy clerk shall examine for legibility, completeness, and correctness each Notice presented to him for swearing. He shall cause the issuing officer to correct the Notice of any defects if the defects are correctable. He shall then administer the oath as follows:

"Please raise your right hand."

"Do you solemnly swear that the testimony you are about to give, in the matter before the Court, to be the truth, the whole truth, and nothing but the truth as you shall answer to God."

"Please say: I do."
 - b. The issuing officer shall respond with "I do".
 - c. The officer-deputy clerk shall sign his name on the line above the words "Deputy Clerk" on the Notice. The Notice of Violation is now an affidavit.

GPO 12-71

Page Two

When there are defects in the Notice that are not correctable, the oath shall not be taken and the affidavit not completed. The issuing officer shall explain the discrepancies in a Form #1 report which shall be forwarded through regular channels with the defective Notice of Violation.

4. The issuing officer shall take the Notice of Violation affidavit and place it into the locked box for forwarding to the Data Processing Unit. This must be done either during or at the end of his tour of duty.

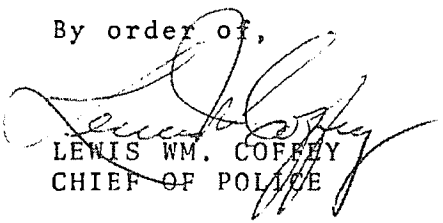
The officer in charge of the Data Processing Unit shall:

- a. Maintain a file of Notice of Violation book receipts of Notice of Violation books issued.
- b. Process the issued Notice of Violations from time of receipt via locked box until final disposition.
- c. Obtain warrants of arrest for delinquent listed owners of vehicles who have violated the parking laws of the City of Cleveland.

GPO 24-67 titled "Custody and Control of Notice to Appear and Notice of Violation" is in full force and effect and is not modified by this order.

GPO 14-68 is hereby rescinded.

By order of,


LEWIS WM. COFFEY
CHIEF OF POLICE

INSTRUCTION SHEET
G.P.O. 12-71

DO NOT FOLD, SPINDLE
OR MUTILATE THIS CARD

Check when signs are
required and in place

Departmental Notice
71-34 (1971)

The Block Checked and
Violation Ordinance
Number MUST Correspond

Meter No.

MUST be inserted only
as shown AND NOT

OATH SECTION

THE STATE OF OHIO CUYAHOGA COUNTY IN THE CLEVELAND MUNICIPAL COURT		SS P00014		
THE UNDERSIGNED BEING DULY SWORN, UPON HIS OATH SAYS				
ON THE MONTH	27	YEAR		
AT (PLACE)	2001 PAYNE AVE			
VEHICLE	FORD 22-999			
YEAR	71 OHIO			
IN THE CITY OF CLEVELAND IN SAID COUNTY AND STATE WAS PARKED CONTRARY TO LAW GOVERNING.				
<table border="1"> <tr> <td> <input type="checkbox"/> SIGNS POSTED <input type="checkbox"/> BUS STOP <input type="checkbox"/> CAB STAND <input type="checkbox"/> CITY PROPERTY <input type="checkbox"/> FIRE HAZARD <input type="checkbox"/> FIRE STATION <input checked="" type="checkbox"/> NO PARKING ANYTIME <input type="checkbox"/> OVERTIME PARKING <input type="checkbox"/> THEATER EXIT <input type="checkbox"/> TRUCK ZONE <input type="checkbox"/> STREET CLEANING <input type="checkbox"/> RUSH HOUR <input type="checkbox"/> SNOW EMERGENCY <input type="checkbox"/> OTHER _____ <input type="checkbox"/> REMARKS: _____ <input type="checkbox"/> COMPLAINT _____ </td> <td> <input type="checkbox"/> ABANDONED 72 HRS <input type="checkbox"/> AWAY FROM CURB <input type="checkbox"/> CROSSWALK <input type="checkbox"/> DOUBLE PARKED <input type="checkbox"/> DRIVEWAY WITHIN 6' <input type="checkbox"/> EXPIRED METER <input type="checkbox"/> FIRE HYDRANT <input type="checkbox"/> HAZARDOUS PLACE <input type="checkbox"/> INTERSECTION <input type="checkbox"/> KEY IN CAR <input type="checkbox"/> TREELAWN <input type="checkbox"/> DR DRIVEWAY BETWEEN CURB AND SETBACK <input type="checkbox"/> SIDEWALK </td> </tr> </table>			<input type="checkbox"/> SIGNS POSTED <input type="checkbox"/> BUS STOP <input type="checkbox"/> CAB STAND <input type="checkbox"/> CITY PROPERTY <input type="checkbox"/> FIRE HAZARD <input type="checkbox"/> FIRE STATION <input checked="" type="checkbox"/> NO PARKING ANYTIME <input type="checkbox"/> OVERTIME PARKING <input type="checkbox"/> THEATER EXIT <input type="checkbox"/> TRUCK ZONE <input type="checkbox"/> STREET CLEANING <input type="checkbox"/> RUSH HOUR <input type="checkbox"/> SNOW EMERGENCY <input type="checkbox"/> OTHER _____ <input type="checkbox"/> REMARKS: _____ <input type="checkbox"/> COMPLAINT _____	<input type="checkbox"/> ABANDONED 72 HRS <input type="checkbox"/> AWAY FROM CURB <input type="checkbox"/> CROSSWALK <input type="checkbox"/> DOUBLE PARKED <input type="checkbox"/> DRIVEWAY WITHIN 6' <input type="checkbox"/> EXPIRED METER <input type="checkbox"/> FIRE HYDRANT <input type="checkbox"/> HAZARDOUS PLACE <input type="checkbox"/> INTERSECTION <input type="checkbox"/> KEY IN CAR <input type="checkbox"/> TREELAWN <input type="checkbox"/> DR DRIVEWAY BETWEEN CURB AND SETBACK <input type="checkbox"/> SIDEWALK
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IN VIOLATION OF ORDINANCE NUMBER 9, <u>0514</u>		DATE OF ISSUE		
SWORN TO BEFORE ME THIS DAY _____ OF _____ 19____		TICKET NUMBER P00014		
OFFICER _____ NUMBER _____		LICENSE NUMBER 22-999		
DEPUTY CLERK _____				
NOTE: (TO FASTEN IN BOOK AT THIS END)				

NUMBER

GENERAL POLICE ORDER

11-71
No.

HEADQUARTERS March 12,

71
19

SUBJECT: SUPPLEMENT TO GPO 39-70 -, COMMUNICATIONS
COORDINATION & CONTROL PROCEDURES FOR
MAJOR POLICE INCIDENTS

TO THE MEMBERS OF THE DEPARTMENT

The following procedures shall govern police activity in all incidents of a serious and widespread, or urgent and hazardous nature which involved patrol or investigative units from more than one District or Unit that are normally on different Radio channels.

Whenever a civilian Radio Dispatcher learns of such a major incident, either impending or commenced, he shall immediately notify the Superior Officer on duty and in charge of the Communications Control Center (CCC).

The Sergeant or Lieutenant in charge of the CCC shall then assume the responsibility for all Radio Dispatch operations connected with the incident. By a simulcast on all channels, he shall cause all Units in the Districts, Detective Division or Task Force that are, or will be, involved to switch to Channel 7 and they shall comply. (Channel 7 shall be used for this purpose until Channel 8, the planned City-wide Major Emergency Channel, becomes operational at some future date.)

This Superior Officer in the CCC shall then personally dispatch assignments and coordinate communications activities. In this function his authority shall remain subordinate to the Field Commander who shall retain

(CONTINUED)

GENERAL POLICE ORDER

No. 11-71

HEADQUARTERS March 12, 1971

SUBJECT SUPPLEMENT TO GPO 39-70 - COMMUNICATIONS
COORDINATION & CONTROL PROCEDURES FOR
MAJOR POLICE INCIDENTS

- 2 -

control at the scene with the full responsibility and authority for the filed activity and the decisions and orders that conditions make necessary.

The Superior Officer in Charge of the CCC shall effect notification of the ranking officer in the District concerned. The ranking District Officer shall assume the Field Command responsibility. In operations of great magnitude, this direct command responsibility may ascend through the District Commander or Officer of the Day, Commanding Officer of the Patrol Division and Deputy Chief to the Chief himself.

When the police operation is completed, all police units shall revert to their regular Radio Communication Channel.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 10-71 HEADQUARTERS March 11, 1971

SUBJECT: JUVENILE COURT FILING PROCEDURES (AMENDED) --
JUVENILE COURT LIAISON OFFICER

TO THE MEMBERS OF THE DEPARTMENT

Effective March 15, 1971, the green, three page
Cayuga County, Juvenile Court Filing Complaint Form
shall be replaced with a new yellow, one page form.
The Supply Unit will stock these forms and initial
supplies will be distributed to all Districts,
Division and Units.

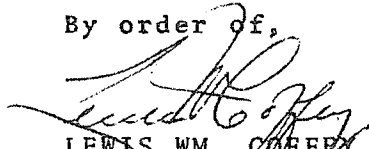
This new form necessitates amendments to the original
Juvenile Court Filing Procedures as contained in
GPO 36-70. The principal changes occur in Step #3.

This revised procedural order supersedes the original
GPO 36-70 and shall be reproduced in quantity and
forwarded to all Districts and Units.

Commanding Officers shall cause issuance of one copy
to each member. They shall also cause sufficient Roll
Call instruction as needed to assure compliance.

General Police Order 36-70 is hereby rescinded.

By order of,


LEWIS WM. COFFEY
CHIEF OF POLICE

ks:TELETYPE

GPO 10-71

March 11, 1971

JUVENILE COURT FILING PROCEDURES (AMENDED) --
JUVENILE COURT LIAISON OFFICER

There shall be a Police-Juvenile Court Liaison Officer. He shall file Juvenile Complaints for the entire Department -- Juvenile Unit, Women's Unit and Detective Division included. He shall assist the Prosecutor and cause issuance of subpoenas as required.

Members who investigate juvenile crimes and apprehend juvenile offenders are relieved of the responsibility of personally filing routine Juvenile complaints and of appearing for the court hearing, unless subpoenaed.

However, nothing shall prohibit the personal appearance at Juvenile Court by the arresting or investigating officer to either file a Juvenile complaint or to attend and testify at the hearing. This action should be taken in complicated and some other serious cases. In this event, the liaison officer shall be so notified.

In accord with these new and modified responsibilities, all members shall comply with the following Juvenile Complaint Filing Procedures:

1. Whenever a member apprehends a juvenile offender or receives a citizen's complaint of a crime or chargeable misconduct by a known juvenile suspect, he shall obtain all necessary information on each such juvenile. This information is required to complete reports and provide essential information to Juvenile Court. In addition to details of the incident, it shall include:

Name, address, race, sex, age, D.O.B., nicknames, mother's and father's name -- and the name and address of the legal guardian or other individual (other than the natural parents) with whom the juvenile may be living.

2. Pink 127 Arrest Cards shall be completed on each juvenile apprehended or upon whom a complaint will be filed.
3. In every case when a complaint is to be filed in Juvenile Court, the arresting or investigating officer shall complete the yellow Cuyahoga County Juvenile Court Police Complaint Form in its entirety, with particular attention to the following entries:
 - (a) After inserting his name on the line provided, the arresting officer shall enter his furlough classification and V-Day schedule. Hearings may then be scheduled for regular working days.

GPO 10-71

Page Two

The complaint number, zone and date of occurrence must be entered. GPO 5-65 requires a RC-1 report to be telephoned to the Report Center in all cases of juvenile arrests.

- (b) The "Details of Offense" section shall be used to report information not included in the original RC-1 report. Important details that should be included in cases of multiple arrests for auto theft include: whether the subject was driving the auto, who stole the auto, and who was trespassing in the auto.
- (c) The "Party Admits" or "Party Denies" section shall be specific. In the case of an auto theft, proper entries would be: "Party Admits stealing" or "Party Admits operating" or "Party Admits trespassing in the auto" or "Party Denies stealing", etc.

In cases of admission of guilt by the arrested party, subpoenas will not be issued for the appearance of the arresting officer.

Subpoenas will be issued in cases of denial. Should the juvenile admit the commission of the crime to the arresting or investigating officer and at a later date deny the act to his Probation Officer or other court official, it will be necessary to subpoena the arresting officer to testify at the hearing.

- (d) The "List of Witnesses" section shall be carefully completed to enable the liaison officer to issue subpoenas for all concerned parties.
 - (e) All items of physical evidence shall be listed along with the place of custody, each properly associated with the witness who will present it.
4. One copy of the Pink 127 arrest card and the yellow Cuyahoga County Complaint Form shall be forwarded to the Juvenile Unit without delay. The Juvenile Unit will then forward them to the Juvenile Court.
 5. The officer shall phone the crime or a Juvenile Complaint to the Report Center giving all of the required information on the Juvenile, along with a detailed description of the offense committed. This will enable the liaison officer to make a proper filing at Juvenile Court.

GPO 10-71

Page Three

He shall include in this report that the arrest slip and the yellow Cuyahoga County Complaint Form has been completed and forwarded to the Juvenile Unit. If, for any reason, the juvenile is not to be filed upon, this notation must be included in the RC-1 report. In this latter instance, the yellow Cuyahoga County Complaint Form is not required.

The disposition of the juvenile, whether taken to the Detention Home, released to the parents, or any other disposition, shall also be included in the RC-1 reports.

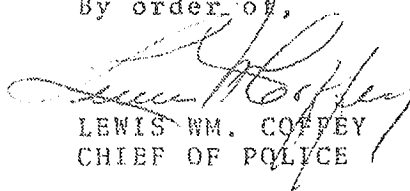
6. Upon receipt of the properly completed reports, the liaison officer will proceed with the filing. When the filing has been completed, the liaison officer shall return the Pink 127 arrest card to the arresting officer, with the notation, "Filed on for HB & L or A & B", or whatever crime is involved. He shall also indicate on this form the date of the filing and the date of the court hearing.

Upon receiving the arrest slip with this information, the arresting officer shall call a Clean-Up Report to the Report Center, using the original complaint number.

Under no circumstances shall any citizen be referred to Juvenile Court to file a juvenile complaint unless the crime report has been phoned to the Report Center, and the citizen has all of the required information for a filing.

The liaison officer can be reached on Police Line 236 or by calling Juvenile Court at 771-8400, Ext. 248.

By order of,


LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 9-71 HEADQUARTERS March 10, 1971

SUBJECT: VISITATION RIGHTS OF PRISONERS WHILE
HOSPITAL PATIENTS -- CONTROL PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Visitation rights of prisoners that are confined in the Prison Ward at Metropolitan General Hospital or confined in other hospitals and under Police guard, as well as those arrested and undergoing treatment at Medical Emergency Rooms, shall be governed by Rule 7 - Section 2 and Rule 8 - Section 7 of the Manual of Rules.

Rule 7 - Section 2

"No person, not an officer or member of the Division of Police or of the City Hospital Staff, shall be permitted to enter the prison ward or to visit or communicate with a prisoner unless such person presents a permit issued by the Chief of Police or the officer in charge of the Bureau of Detectives."

Rule 8 - Section 7

"No person, not an officer or member of the Division of Police, except a physician, near relative or spiritual or legal advisor of a prisoner, shall be permitted to enter the prison for the purpose of communicating with or visiting any prisoner."

No member shall allow any person named in Rule 8 - Section 7 or anyone else to visit any prisoner in any Hospital or Emergency Room without the permission of the Officer in Charge of the General Investigation Section

(CONTINUED)

GENERAL POLICE ORDER

No. 9-71 HEADQUARTERS March 10, 718

SUBJECT: VISITATION RIGHTS OF PRISONERS WHILE
HOSPITAL PATIENTS - - CONTROL PROCEEDURES

- 2 -

of the Detective Division or the Officer of the Day in charge of the Department at the time.

Hospital authorities shall be informed of the prisoner status of the patient immediately following his arrest or placement into their medical care. This shall be the responsibility of either the arresting or transporting officers, dependent upon which the situation applies.

Hospital visiting regulations and schedules shall be observed insofar as applicable and possible.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 8-71 HEADQUARTERS March 9, 1971

SUBJECT: DRUG ABUSE INFORMATION - -
DETECTION AND ARREST PROCEDURES
DEPARTMENTAL TRAINING BULLETIN 12.1

TO THE MEMBERS OF THE DEPARTMENT

A Training Bulletin 12.1 containing Drug Abuse Information and Procedures governing the arrest and handling of offenders and evidence has been prepared for distribution to each member. Members shall become thoroughly familiarized with its contents and shall comply with its procedure provisions.

Commanding Officers shall cause distribution to all members, each of whom shall retain his copy as a permanent reference.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 7-71 HEADQUARTERS March 3. 7th

SUBJECT: SNOW EMERGENCY PLAN

TO THE MEMBERS OF THE DEPARTMENT

The purpose of the Snow Emergency Plan is to coordinate police efforts to maintain traffic flow conditions as near normal as possible when snow or ice conditions create a hazardous and congested driving situation.

It shall be the responsibility of the Traffic Commissioner to keep informed of threatening weather and road conditions and to initiate the plan when the situation requires it or when ordered to do so by the Chief. The Traffic Commissioner shall coordinate and supervise Department efforts and implement this general plan with further detailed planning as needed. It shall be the duty of all Department members to assist the Traffic Division and to cooperate with the Service Department and other city divisions in controlling the situation.

During those hours that the Officer of the Day is in command of the Department, it shall be his duty to keep informed of threatening weather and road conditions and to initiate and supervise the implementation of this plan during the absence of the Traffic Commissioner.

1. The Traffic Commissioner shall designate a unit within the Division of Traffic which shall have the responsibility of maintaining a daily, round the clock weather monitoring watch and which shall keep continually informed of congested and hazardous road conditions throughout the city.

(CONTINUED)

GENERAL POLICE ORDER

No. 7-71 HEADQUARTERS March 3, 71

SUBJECT: SNOW EMERGENCY PLAN

- 2 -

It shall be the duty of all members of the Department to inform the Traffic Division of such conditions.

2. When in a period of 24 hours or less, snow accumulates to a depth of 2" or more, it shall be the responsibility of the unit designated to notify the Traffic Commissioner, the Officer in Charge of the Communications Control Center and the Chief or the Officer of the Day.
3. The Traffic Commissioner or, in his absence, the Officer of the Day, shall notify the Safety Director of the above conditions and recommend that the provisions of "Snow" Ordinances 9.090301 and 9.090302 be placed into effect.
4. If the Safety Director declares a snow emergency to be in effect, the Traffic Commissioner shall cause the following teletype to be sent out and broadcast:

"SNOW EMERGENCY DECLARED Time
Date

A snow emergency has been declared to exist by the Director of Public Safety. Emergency parking regulations become effective one hour after the emergency announcement.
(CONTINUED)

GENERAL POLICE ORDER

No. 7-71 HEADQUARTERS March 3, 71

SUBJECT: SNOW EMERGENCY PLAN

- 3 -

It is, therefore, unlawful to park or cause to be parked or permit to be parked any vehicle upon any state route, bus route or through highways designated by ordinance. Any vehicle parked in violation of Ordinance 9.090302 shall be subject to ticketing and towed pursuant to law."

All uniformed police personnel shall ticket vehicles in violation and call for a police tow. Where a police tow is not readily available, an AAA tow truck shall be dispatched.

Special attention shall be given to enforcing Ordinance 9.1108 "Blocking Intersections".

Where congestion has developed at intersections or appears likely to develop, members shall assist with the movement of traffic and notify Radio of their actions.

Special attention shall be directed first at all main arteries to clear them of parked vehicles so that snow removal equipment will be able to clean the streets. Special attention shall also be given to streets with a grade, or other locations that vehicles find difficult to negotiate and salt trucks or snow plows shall be requested.

Members shall see to it that they are properly clothed and equipped for the weather conditions prevailing and that police vehicles are fully gassed and in proper condition.

(CONTINUED)

GENERAL POLICE ORDER

NO. 7-71

HEADQUARTERS March 3,

71₁₈

SUBJECT: SNOW EMERGENCY PLAN

- 4 -

5. Upon declaration of the snow emergency, the Traffic Commissioner or, in his absence, the Officer of the Day shall cause to be notified the following agencies;

The Director of Public Services (who will detail an official from his department to the Communications Control Center for the purpose of coordinating activity of his department with the Police Department and to expedite the deployment of the proper equipment.)

The Chief Telephone Operator at City Hall.
The State Weather Forecaster at Hopkins Airport

CTS (who may also assign an official to the Communications Control Center to coordinate activities of the Transit System with the Police Department.)

Cleveland Automobile Club
The Cleveland Press and Plain Dealer
TV Stations, Channels 3, 5, and 8
Major AM Radio Stations
Ohio Bell Telephone Company

It shall be the responsibility of the Traffic Commissioner and the Officer in Charge of the Communications Control Center to cause to be maintained up-to-date lists of business and

(CONTINUED)

GENERAL POLICE ORDER

No. 7-71 HEADQUARTERS March 3, 71

SUBJECT: SNOW EMERGENCY PLAN

- 5 -

home telephone numbers of persons or agencies required to be notified.

6. Upon declaration of the snow emergency, the Traffic Commissioner or, in his absence, the Officer of the Day shall designate a Supervisory Officer of the Traffic Division to establish a Command Post in the Communications Control Center, using Channel #7 as the Command Post Frequency.

During the hours that the Officer of the Day is in command of the Department, he shall station himself at the Communications Control Center for the purposes of supervision and control.

7. All information on traffic conditions and requests for tows, salt trucks, snow plows or other equipment, or for personnel shall be called into the Command Post on Channel #7.
8. The Officer in Charge of the Command Post shall keep a log of all notifications and requests for equipment and personnel, and shall make the necessary notifications to the proper Departments and Divisions for the equipment and personnel requested.

9. In order to keep the public fully informed of
(CONTINUED)

GENERAL POLICE ORDER

NO. 7-71

HEADQUARTERS March 3, 71

SUBJECT: SNOW EMERGENCY PLAN

- 6 -

traffic situations, the Traffic Commissioner or the Officer of the Day shall utilize the communications media of TV, Radio and the press to urge the citizens to listen to car and home radios for traffic condition reports. The Traffic Commissioner or Officer of the Day shall make use of the Radars Network or other TV and Radio networks to make spot announcements of congested locations, alternate routes and other information of assistance to motorists.

10. For the purposes of expediting control of a serious traffic condition, the Officer in Command of the Communications Control Center may assign a Priority #1 classification to incidents involving serious traffic congestion or hazards, and less serious complaints may be moved to a lower Priority classification than originally assigned.
11. The Traffic Commissioner shall cause to be maintained a list of potential hazardous and congested locations throughout the city and it shall be his duty to dispose his forces at such locations in advance of a developing serious situation. To this end he may hold over or extend the working hours of Traffic personnel.

(CONTINUED)

GENERAL POLICE ORDER

No. 7-71 HEADQUARTERS March 3, 71

SUBJECT: SNOW EMERGENCY PLAN

- 7 -

He shall consult with the Director of Public Service in advance when a serious situation appears likely to develop and shall keep the Chief informed as to the situation.

If the conditions appear likely to escalate beyond the ability of the Traffic Division to contain, he shall evaluate the situation, estimate the approximate number of additional men needed and so inform the Chief or the Officer of the Day, who shall make the determination of assigning Basic Patrol and Task Force personnel, holding over of personnel assigned to these division, mobilizing, of off-duty personnel, or mobilizing of auxiliary police.

12. When the traffic situation has returned to normal and, in the opinion of the Traffic Commissioner, it is no longer necessary to continue to enforce provisions of the "Snow" Ordinances, he shall consult with the Director of Public Services and then inform the Director of Public Safety as to the results of such consultation.

13. When the snow emergency is called off by the Safety Director, a teletype and broadcast shall be made to that effect, noting the time

(CONTINUED)

GENERAL POLICE ORDER

No. 71

HEADQUARTERS March 3, 71 19

SUBJECT: SNOW EMERGENCY PLAN

- 8 -

and date called off.

By order of.

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 6-71 HEADQUARTERS February 24, 71

SUBJECT: SUPPLEMENT TO GPO 39-70

TO THE MEMBERS OF THE DEPARTMENT

Members of the Department shall be governed by the following procedures:

All personnel assigned to radio equipped patrol vehicles and beats subject to Radio Dispatch shall leave their headquarters immediately after Roll Call. In every instance they shall notify Radio Dispatch that they are going on the air and proceeding to their assigned patrol area or zone.

Whenever such members are required to remain at their headquarters for any reason, Radio Dispatch must be notified of the delay.

If they return to their headquarters for any reason, including the purpose of reporting off duty, they shall notify the Radio Dispatcher, and the Officer in Charge of the station, of their return and the reason therefor.

When they leave the station to resume patrol, they shall again notify the Officer in Charge and the Radio Dispatcher. These communications with Radio Dispatch shall be made by radio.

The Officer in Charge of the station shall inquire into the reason for the return and allow none to remain in the station for any purpose except necessary police business. He shall require prompt completion of said police business and the resumption of patrol without further delay.

GENERAL POLICE ORDER

No. 6-71 HEADQUARTERS February 24. 71
19

SUBJECT: SUPPLEMENT TO GPO 39-70

-2-

Whenever members engage in an on-view police activity which may involve contact with violators or suspects, they shall notify Radio Dispatch of the nature and location of the incident.

The proper Duty Report entry including license numbers, complainant's name, etc., shall be made according to procedures in GPO 7-65.

Mobile patrol cars when on patrol shall follow these same procedures.

Commanding Officers and Superior Officers shall require strict compliance with the provisions of this order.

They shall thoroughly investigate all violations or suspected violations concerning which complete reports shall be made and forwarded through channels to the Inspection Unit, thence to the Chief's Office.

Departmental charges shall be initiated for culpable violations of this order as well as for neglect by Superior Officers in requiring compliance.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 5-71 HEADQUARTERS February 23, 71
19

SUBJECT: OUTSIDE EMPLOYMENT INFORMATION CARD
TO THE MEMBERS OF THE DEPARTMENT

An outside employment data card has been developed for administrative use.

All members who have received permission to engage in part time jobs or self employed businesses which have not at this time been terminated, whether or not they are currently or regularly working or actively so self employed, shall complete and sign a data card. The card shall then be examined and signed by the member's Superior Officer and forwarded to the Chief's Office, Headquarters Staff, no later than March 15, 1971.

In cases of new part time job requests, the member shall complete and forward the card within three days after receipt of the notification that permission has been granted.

Members who have no outside employment or business shall submit a signed card which shall bear the entry "NONE" at the top of the card next to the heading "Outside Employment".

Supplies of cards shall be forwarded to all Units.

Procedures requiring Form # 1 reports to request permission to engage in part time employment and to report termination of such employment shall remain in effect.

By order of,

LEWIS W.M. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-71 HEADQUARTERS February 19, 71

SUBJECT: POLICE PARTICIPATION IN CHARTER AMEND-
MENT

TO THE MEMBERS OF THE DEPARTMENT

The following letter from Cleveland Law Director Clarence L. James, Jr. is self-explanatory and members of this department shall govern themselves accordingly:

"This is in response to your letter of February 16, 1971, requesting an opinion on the legality of Cleveland Police circulating petitions in support of a proposed Charter Amendment to make the election of the Cleveland mayor non-partidan.

It is my opinion that such conduct is political in nature and, therefore, is in violation of Rule 47 of the Manual of Rules, Section 140 of the Charter and Section 143.41 of the Ohio Revised Code. The prohibitions of Revised Code Section 143.41 and Charter Section of 140 are very similar:

Section 143.41 - Ohio Revised Code

"***nor shall any officer or employee in the classified service of the state, the several counties, cities, and city school districts thereof, be an officer in any political organization or take part in politics other than to vote as he pleases and to express freely his political opinions."

Section 140 - Charter

"***No person in the classified service of the city
(CONTINUED)

GENERAL POLICE ORDER

No. 4-71 HEADQUARTERS February 19, 71

SUBJECT: POLICE PARTICIPATION IN CHARTER AMEND-
MENT

- 2 -

shall act as an officer of a political organization or take part in a political campaign, or serve as a member of a committee of any such organization or circulate or seek signatures to any petition provided for by primary or election laws, or act as a worker in favor of or in opposition to any candidate for public office."

Very briefly, the basis of any opinion may be found in the case State ex rel Green, et al vs. City of Cleveland, 33 N.E. (2) 35, reinforced by State ex rel John T. Corrigan vs. Cleveland Cliffs Iron Co., 152 N.E. (2) 1, wherein it was held that the influence of voters "to vote for or against issues or propositions presented at election were in violation of the law to the same extent as contributions to support a candidate for public office or organize political parties."

For the above reasons I suggest that those members of the Police Force who contemplate circulating petitions for a Charter Amendment should be advised that such activity will be in violation of both local and state law."

Very truly yours,

/s/ Clarence L. James,

By order of,
LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 3-71 HEADQUARTERS February 10, 71 1971

SUBJECT AMENDMENT TO SICK LEAVE PROVISIONS AND
RULE 56

TO THE MEMBERS OF THE DEPARTMENT

Resolution 329-69 governing sick leave as outlined in General Police Order 22-69, dated July 23, 1969, has been amended to include time off for death or serious illness of a member's mother-in-law and father-in-law.

Rule 56 of the Manual of Rules shall also be interpreted accordingly.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

Rev
25-71

GENERAL POLICE ORDER

No. 2-71 HEADQUARTERS January 25, 71 18

SUBJECT: RECORD AND WANT CHECKS - PERTINENT
PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Foreign Police Department Record & Want Check requests shall be handled expeditiously, utilizing the information resources of the Record Room, Detective Division Identification Records and the Warrant & Suspect Unit.

PROCEDURES:

The Patrolman responsible for the operation of the Leads Terminal, upon receipt of a message for a record and want check, shall be responsible for immediate inquiries:

1. Into the General Record Room files.
2. To the Detective Division Identification Records by telephone, exercising care to assure accurate transmission of the subject's identity.
3. Into the Warrant & Suspect want files by delivering a copy of the Teletype message.

He shall note the results of the check upon the original Teletype message from the foreign Police Department along with the name and number of the members contacted at each, the Detective Identification Records and Warrant & Suspect Unit, adding his own signature and time. This message shall be retained in a permanent file.

(CONTINUED)

GENERAL POLICE ORDER

No. 2-71 HEADQUARTERS January 25, 19 71

SUBJECT: RECORD AND WANT CHECKS - PERTINENT
PROCEDURES

- 2 -

When there is "NO WANT", the Leads Terminal Patrolma shall cause the Police Record information to be returned to the requesting authority.

When a "WANT" exists in connection with an inquiry from a foreign Police Department, the responsibility for the proper action shall be determined by the factor of whether a felony or misdemeanor is involved.

When the want consists of felony suspects or felony warrants, the Officer in Charge of the Detective Division shall be responsible for the proper action relative to the want and for the proper response, which response can be made by the Detective Division or delegated back to the Message Center.

When positive misdemeanor want information is on file and the suspect is within the boundaries of Cuyahoga County, the Warrant & Suspect Unit shall be responsible for either the immediate return of the suspect by the Uniform Patrol Division or for the placement of the necessary "HOLD" in the event that the return of the suspect is to be delayed.

When the person wanted on the misdemeanor warrant is located outside the boundaries of Cuyahoga County, the action taken shall be governed by the type or

(CONTINUED)

GENERAL POLICE ORDER

No. 2-71 HEADQUARTERS January 25, 1971

SUBJECT: RECORD AND WANT CHECKS - PERTINENT
PROCEDURES

- 3 -

seriousness of the offense, the distance involved and the possibility of the suspect's implication or involvement in more serious crimes. These cases shall be referred to the duty officer of the Detective Division who shall cause both the proper action and the reply to be made. The return of wanted persons and replies to the requesting agencies may be completed by the Detective Division or delegated to the Patrol Division and Message Center, respectively, as required by the circumstances in each instance.

Foreign messages of an urgent nature, such as when a suspect is being held in the field by another department, shall be brought to the attention of the Sergeant in Charge of the Record Room who shall then be responsible for initiating the proper record check action and the completion of the response. In the absence of the Sergeant in Charge of the Record Room, the inquiries shall be referred to the Duty Officer of the Detective Division. In these cases he shall be responsible for the proper action and response to the inquiring agency by the most appropriate means.

(CONTINUED)

GENERAL POLICE ORDER

No. 2-71 HEADQUARTERS January 25, 1971

SUBJECT: RECORD AND WANT CHECKS - PERTINENT
PROCEDURES

- 4 -

All telephone inquiries for record and want checks received at the Warrant & Suspect Unit shall be recorded and retained.

Calls from suburban and other foreign Police Departments shall be recorded in a log book.

Calls from within the Department shall be recorded on the standard inquiry form and kept on file.

This order supersedes any conflicting order, procedure or part thereof.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 1-71 HEADQUARTERS January 4, 1971

SUBJECT: STANDARDIZED PHONETIC ALPHABET - RADIO
COMMUNICATIONS S. O. P.

TO THE MEMBERS OF THE DEPARTMENT

The Phonetic Alphabet of the Public Safety Communications Officers Association as contained in their Standard Operating Procedure Manual shall be adopted by the Department as part of our Radio Communications Standard Operating Procedure.

It shall be used by all members in the transmission of names and license numbers or other important and critical information where accuracy is required.

Each member shall receive a copy which he shall permanently retain for future reference.

Commanding Officers shall assure distribution to each member within their commands and shall cause the supervisory action necessary for instruction and proper utilization.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDERNo. 1-71 HEADQUARTERS JANUARY 4, 19 71SUBJECT: STANDARDIZED PHONETIC ALPHABET -- RADIO
COMMUNICATIONS S.O.P.**TO THE MEMBERS OF THE DEPARTMENT**

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By order of,


LEWIS W. COFFEY
CHIEF OF POLICE
PHONETIC ALPHABET

The phonetic alphabet should be used for spelling out unusual names of persons and locations. The names used after each letter have been found to be the most understandable over the air. They should always be given as: "A" - Adam, "B" - Boy never "A" as in Adam or "B" as for boy, etc. The alphabet is easily memorized.

Standard Alphabet

A Adam	N Nora
B Boy	O Ocean
C Charles	P Paul
D David	Q Queen
E Edward	R Robert
F Frank	S Sam
G George	T Tom
H Henry	U Union
I Ida	V Victor
J John	W William
K King	X X-ray
L Lincoln	Y Young
M Mary	Z Zebra

GENERAL POLICE ORDER

NO. 42-70 HEADQUARTERS December 17, 1970

SUBJECT: NEW PAY ROLL SCHEDULE - PAY ROLL PRO-
CEDURES (POLICE UNIFORM PERSONNEL)

TO THE MEMBERS OF THE DEPARTMENT

Beginning January 1, 1971, the City of Cleveland will convert to 26 pay periods per year. Members of this department will be paid on every other Wednesday starting January 20, 1971.

Payroll sheets will be forwarded to each Division, District Bureau and Unit by the Data Processing Unit several days prior to the official pay day. These sheets will be arranged in alphabetical order and will include badge number or identification number, first initial, last name and sequence number.

All members shall affix their signature in full, given name and surname alongside their name printed on the payroll sheet. This signature is not a receipt for having received a pay check. It is an authorization for the City Treasurer to give the member's pay check to the person who is designated as his agent to receive his pay check.

Payroll authorization sheets shall be completed by each Division, District, Bureau and Unit involved. The following information must be typed on this sheet:

- 1) Name of the Division, District, Bureau or Unit involved.

(CONTINUED)

GENERAL POLICE ORDER

No. 42-70 HEADQUARTERS December 17, 1970

SUBJECT: NEW PAY ROLL SCHEDULE - PAY ROLL PRO-
CEDURES (POLICE UNIFORM PERSONNEL)

- 2 -

2) Names of the members designated as authorized agents to pick up the checks.

3) Date of pay period ending . (Schedule supplied)

These payroll authorization sheets are for the next succeeding pay period.

The person named as agent to pick up the payroll checks will sign the authorization sheet as a receipt after receiving the checks at the City Treasurer's Office.

The completed authorization sheet shall be attached to the signed sheets and forwarded to the Chief's Office by the Friday following each pay day.

Members who fail to sign the payroll sheet will be required to pick up their checks at the Treasurer's Office.

Checks which cannot be delivered to the member shall be promptly returned to the City Treasurer's Office.

Improperly filled out authorization sheets and payroll sheets will not be honored by the City Treasurer.

GENERAL POLICE ORDER 17-66 is hereby rescinded.

By order of,
LEWIS WM. COFFEY,
CHIEF OF POLICE

PER GPO 42-70

SCHEDULE OF PAY PERIODS

<u>PAY NO</u>	<u>PAY PERIOD</u>	<u>PAY DATE</u>
1	JAN. 1-15	JAN. 20
2	JAN. 16-29	FEB. 3
3	JAN. 30 - FEB. 12	FEB. 17
4	FEB. 13-26	MAR. 3
5	FEB. 27 - MAR. 12	MAR. 17
6	MAR. 13-26	MAR. 31
7	MAR. 27 - APR. 9	APR. 14
8	APR. 10-23	APR. 28
9	APR. 24 - MAY 7	MAY 12
10	MAY 8-21	MAY 26
11	MAY 22 - JUNE 4	JUNE 9
12	JUNE 5-18	JUNE 23
13	JUNE 19 - JULY 2	JULY 7
14	JULY 3-16	JULY 21
15	JULY 17-30	AUG. 4
16	JULY 31 - AUG. 13	AUG. 18
17	AUG. 14-27	SEPT. 1
18	AUG. 28 - SEPT. 10	SEPT. 15
19	SEPT. 11-24	SEPT. 29
20	SEPT. 25 - OCT. 8	OCT. 13
21	OCT. 9-22	OCT. 27
22	OCT. 23 - NOV. 5	NOV. 10
23	NOV. 6-19	NOV. 24
24	NOV. 20 - DEC. 3	DEC. 8
25	DEC. 4-17	DEC. 22
26	DEC. 18-31	JAN. 5

GENERAL POLICE ORDER

No. 41-70 HEADQUARTERS December 4, 1970

SUBJECT: ARREST AND POLICE INCIDENT INVESTIGATION
PROCEDURES - DEPARTMENTAL TRAINING
BULLETIN 81.55

TO THE MEMBERS OF THE DEPARTMENT:

The increasing prevalence of criminality and frequent deadly violence directed against Police Officers require alertness and a carefully considered and proper approach in all police field activities and investigations.

Proper procedural police tactics must be used. They have been set forth in Training Bulletin 81.55 as part of this order and copies shall be distributed to all members.

Commanding Officers shall cause distribution and the Roll Call instruction necessary to assure the thorough familiarization of each member. In Conjunction with this directive, Training Bulletin 81.54 SNIPER ATTACK shall also be renewed as a subject of Roll Call training.

The importance of these orders cannot be overstressed.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 40-70 HEADQUARTERS December 4, 1970

SUBJECT: SUPPLEMENT TO G. P. O. 39-70
COMMUNICATIONS CONTROL CENTER (CCC)
NEW RADIO

The following order shall be considered a supplement to G. P. O. 39-70 and shall take effect immediately:

Officers assigned to cars must report back dispositions of assignments to Radio promptly and without fail. They shall be specific and concise in reporting the disposition. They shall include the code designation according to the following table as part of the disposition, however, the code designation alone shall not be considered sufficient but must be accompanied by the concise disposition.

Code Disposition Table

Code O - Designates there was no contact with the complainant. The disposition shall state the reason for no contact, i. e., NSA (No such address), UTL (Unable to locate), GOA (Gone on arrival), etc.

Code 1 - Designates a minimum of contact with the complainant. The disposition shall state the action taken, i. e., Report made by other unit (designate the car), One female to Hospital (name the hospital), Special Attention, etc. Note: The disposition TCO (taken car of) is too vague and shall not be used in any case.

(CONTINUED)

GENERAL POLICE ORDER

No. 40-70 HEADQUARTERS December 4, 1970

SUBJECT: SUPPLEMENT TO G. P. O. 39-70
COMMUNICATIONS CONTROL CENTER (CCC)
NEW RADIO

- 2 -

Code 2 - Designates Advised. Specify whether advised to consult prosecutor, juvenile court, other agency, etc.

Code 3 - Designates that after contact was made with the complainant, the investigation revealed no cause, therefore no report is needed. The disposition "Code 3-No cause" will suffice in this case.

Code 4 - Designates Field Report: Traffic Form 1 B or Dog Bite. Specify which.

Code 5 - Designates Form 1 report, or any report made at the station except RC 1 or Form 10. Specify type of report.

Code 6 - Designates Parking Tickets issued. Specify number of tickets.

Code 7 - Designates moving violation citation (UTT), Litter Ordinance ticket, etc. issued. Specify number and type.

(CONTINUED)

GENERAL POLICE ORDER

No. 40-70 HEADQUARTERS December 4, 1970

SUBJECT: SUPPLEMENT TO G. P. O. 39-70
COMMUNICATIONS CONTROL CENTER (CCC)
NEW RADIO

- 3 -

Code 8 - Designates an RC 1 or Form 10 report made.
Specify title of report.

Code 9 - Designates physical arrest was made.
Specify number and sex.

Examples:

Code 0 - NSA.....Acceptable
Code 0 -.....Not acceptable
Code 2 -Advised to consult Prosecutor
.....Acceptable
Code 2 - Advised.....Not acceptable

The disposition shall include information about casualties or property hauled, vehicles towed or recovered, whether investigation was conducted at places other than at the scene (hospital, morgue), etc.

These codes represent various levels of response, an arrest or Code 9 being the highest and Code 0, the lowest. Use the highest code applicable to the disposition.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 39-70 HEADQUARTERS November 13, 1970

SUBJECT: COMMUNICATIONS CONTROL CENTER (CCC)
NEW RADIO

TO THE MEMBERS OF THE DEPARTMENT

The new Communications Center involves different and complex equipment and new concepts of radio dispatching which necessitate a new detailed procedural directive which shall be considered an integral part of this order. Copies of this directive shall be provided in booklet form and all members shall thoroughly familiarize themselves with its contents and strictly comply with its provisions.

In the near future, visual training aids will become available and in-service training in these new radio procedures will be conducted.

The Mail Center shall furnish supplies of these booklets to Bureaus, Divisions and Districts whose Commanding Officers shall cause distribution, one to each member.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

INSTRUCTIONS FOR USE OF RADIO

Cleveland Police Department

G. P. O. 39-70

LEWIS Wm. COFFEY

Chief of Police

November 13, 1970

NOVEMBER 12, 1970

GENERAL POLICE ORDER NO. 39-70

SUBJECT: COMMUNICATIONS CONTROL CENTER (CCC) NEW RADIO

The provisions of GENERAL POLICE ORDER NO. 13-61, REVISED INSTRUCTIONS FOR USE OF RADIO still apply to all members and employees operating vehicles and equipment in which the old style radios are installed. However, in the near future new radio equipment will be installed in all vehicles and equipment, and from time to time Departmental Notices will be issued assigning certain zone cars, mobile patrols, supervisors, accident cars, traffic cars, general duty detectives, etc. to a specific radio dispatcher in the CCC, thereby making such vehicles, and the members and employees assigned to such vehicles, subject to radio dispatch.

The provisions of this General Police Order apply to all members and employees assigned to vehicles thus listed, or otherwise operating vehicles equipped with new radios and subject to radio dispatch.

When all members, employees and equipment have been provided with new radio equipment, General Police Order 13-61 is rescinded, and the provisions of this general police order shall apply to all members and employees of the Division of Police.

In contrast to the old radio system, where a single radio dispatcher has communication with all radio equipped cars, the new CCC will have a separate radio dispatcher for each of the six police districts, traffic and certain city-wide cars. Therefore, in the CCC there will be eight (8) separate radio systems.

In addition to the radio in the vehicle (called a mobile radio), vehicles will also be assigned portable radios which members and employees will carry when they are not in their assigned vehicles. By this means the radio dispatcher will be in constant communication with all personnel assigned to radio dispatch.

In the CCC system there will be no recalls, and there will be no need to use land-lines, telephones (open-barge-in) or otherwise to maintain communication between field personnel and the radio dispatcher. All communications between CCC and field personnel shall be made over the air by radio.

Each of the eight radio dispatchers makes use of a radio channel, which provides two way radio communication between the CCC and the field personnel. Although each vehicle has the capability of operating on more than one channel, all vehicles, members and employees subject to radio dispatch shall remain on the channel to which they are assigned, and be subject to the radio dispatcher in charge of that channel.

Under conditions requiring the services of many vehicles and officers, specific instructions will be given by CCC to use other channels for specific reasons.

A radio dispatcher is assigned to each Police District and is responsible for the control of members, employees and vehicles assigned to radio dispatch in that district. The dispatcher receives the complaint card from the complaint clerk by conveyor belt, then he checks the vehicle status board for a vehicle available to handle the specific category of complaint, and then he contacts the selected vehicle or personnel assigned to that vehicle and transmits the assignment. Upon acknowledgement of the assignment, the dispatcher time-stamps

the complaint card and places it in the car status file. Insertion of the card into the car status file changes the vehicle status board to indicate the vehicle is now "on assignment". Upon completion of the assignment, the police officer in the vehicle assigned notifies the dispatcher, who removes the complaint card from the car status file, enters the disposition of the assignment, and again time-stamps the complaint card to indicate the completion of the assignment. The complaint card, which is a machine-processable card, is then forwarded to data processing.

Each of the vehicle status boards for the six police districts contain sixty (60) places for vehicles or personnel assigned to radio dispatch. The Traffic Dispatcher has 160 places for vehicles and/or personnel, and the Radio Supervisor has 120 places for city wide vehicles. Each of these vehicle spaces includes a plate which indicates the number of the vehicle involved, and a series of three lights which indicate the status of the vehicle. These lights are operated by switches under the control of the radio dispatcher, or operate automatically by the insertion of the complaint card in the car status file.

When the vehicle, the number of which remains on the vehicle status board, is not in service, none of the lights associated with that vehicle are visible or operative. All lights out. When the vehicle is in service, but is not available for radio assignment, the WHITE LIGHT is turned on for that vehicle by the Radio Dispatcher. When the vehicle is on the air and available for assignment the GREEN LIGHT appears, and as shown, above, the RED LIGHT appears when the vehicle is "on-assignment".

Therefore, all members, employees and superior officers subject to radio dispatch shall report themselves "on" and "off" the air by means of the mobile or portable radio equipment available to them.

All superior officers of any rank or of any assignment shall report "on" and "off" the air to the dispatcher to which they are assigned.

All marked vehicles of the Division of Police shall be identified by a number which is related to the District or Bureau, squad, and unit within the squad to which the vehicle is normally assigned. This identification number will consist of four (4) numbers:

1st number - identification of radio dispatcher in control.

2nd number - district or bureau to which assigned

3rd number - squad, but provision has been made to identify traffic cars, detective cars, task force cars, vice cars, mobile patrols, supervisors cars and details.

4th number - unit within squad, which also indicates capability of vehicle to handle stretcher cases. (SW & MP).

The Departmental Notice assigning specific vehicles to radio dispatch will identify these specific vehicles by both the present and the new identification numbers. The new identification numbers will represent the present districts, sectors, squad and police zones.

In communication with the radio dispatcher, except when under special conditions when numerous vehicles are on city wide channel or on a channel to which not normally assigned, cars may identify themselves to their dispatcher

by means of the last three numbers of their identification number.

The CCC materially increases the capability of field supervisors to exercise control and supervision of the personnel under their command. Field supervisors include platoon captains, sector lieutenants, squad and beat sergeants, and any other superior officer who is in charge of personnel operating radio equipped vehicles or equipped with portable radios.

Such field supervisors upon hearing broadcasts to the personnel under their command which indicate their men will need direction, assistance, supervision or advice, shall proceed at once to the scene of the complaint, and carry out such supervisory duties as may be required. Such field supervisor shall immediately inform his radio dispatcher that he is responding to the complaint.

If the immediate superior of the men receiving such an assignment is unable to respond at once to such an assignment, he shall inform the radio dispatcher of that fact.

Field supervisors shall also monitor all radio messages directed to personnel under their command, and shall ascertain the reason for failure to answer promptly, or failure to report dispositions promptly.

When any officer gives an assignment to vehicles or personnel subject to radio dispatch, such officer shall immediately notify the radio dispatcher. When such vehicles or personnel are "on" the air, they shall inform the radio dispatcher of their location, and their relative availability for radio assignments or messages.

RESPONSES

Upon receipt of a broadcast members and employees shall respond as follows: "Car III-OK, 150th and Lorain." Locations shall be as specific as practicable. Such phrases as "leaving last assignment" are too indefinite to be acceptable.

When members and personnel subject to radio dispatch fail to answer the third broadcast of an assignment or message, the radio dispatcher shall notify the radio supervisor of the identity of the vehicle or personnel involved. The radio supervisor shall then notify the officer in charge of the District, Bureau or Unit to which such personnel are assigned.

The officer in charge shall then order a specific field supervisor to begin a search for the missing personnel or vehicle. This field supervisor shall continue the search until the missing crew is located and the radio dispatcher is notified of this fact.

All members and personnel subject to radio dispatch shall be held strictly accountable for keeping their radio dispatcher advised of their whereabouts and availability for assignments. This information shall be given to the radio dispatcher by radio. Disciplinary action must be taken for failure to comply with this order.

A dispatcher may dispatch more than one car on a single assignment. He may designate the cars dispatched by number; he may dispatch an entire squad; or he may dispatch "any car in the vicinity". The dispatcher also has the capability of broadcasting an assignment on several or all eight (8) channels.

It should not be necessary in these cases for the dispatcher to broadcast subsequently to each individual car and ask for an acknowledgement. Each car specifically dispatched should acknowledge in the order it was dispatched, or by

its number in the squad. Any other car "in the vicinity" should also acknowledge and respond to the assignment without waiting for specific instructions.

In every instance all field supervisors shall consider all multiple car assignments as broadcasts which will require the services of a superior officer, and they shall respond without being requested. The immediate superiors of field supervisors shall take disciplinary action against field supervisors who fail to respond to such assignments.

The first car on the scene shall give a brief preliminary description of the events, suspects, etc. by radio as soon as possible. This preliminary information shall be followed by more detailed information as it becomes available. Final dispositions shall be given to the radio dispatcher as soon as possible. Dispositions should be brief and precise, for example: "Car 110, 140th and Puritas, Damage Report Made."

All requests for information, service, etc. shall be made via radio to the radio dispatcher.

When field personnel request information about the status of a vehicle by license number and/or vehicle identification number, the radio dispatcher records the request of a complaint card, and forwards the request card to a data position in CCC via the conveyor unit. Upon receipt of a card, the data Operator enters the query into the information system via a computer terminal in CCC. Upon a response from the computer, the data operator records the reply/response on the same card and returns it to the radio dispatcher via the conveyor. The dispatcher then transmits the information to the field personnel who requested the information.

When the computer indicates that a vehicle is in a "stolen" status, the data operator shall further inquire of the system, and obtain the complaint number, originating agency of the complaint, and for Cleveland reports, the name and address of the owner of the vehicle. This information shall be given by radio to the field officer making the request, in order that he may quickly and accurately make the necessary reports.

It is hoped that the computer will also be able to give information on wanted subjects when CCC is fully operational.

Complaint clerks who answer telephone requests from citizens for police services shall classify all such requests into four categories of priority:

Priority 1 - This category of complaint requires an immediate response by the Cleveland Police Department. This priority covers complaints in which a casualty has been sustained by a citizen or a police officer, a suspect is present or a crime is being committed, or there is grave danger to life and limb.

Priority 2 - This category of complaint will be handled in the order received, after Priority 1 complaints.

Priority 3 - This category of complaint will be handled after priority 1 and 2 complaints, and therefore, may be "stacked" to be handled by another platoon.

Priority 4 - This category of complaint will be handled in some manner other than by dispatching a vehicle to the scene. Telephone reports will be taken by radio police clerks about certain minor complaints and misdemeanors.

The Commanding Officer of Radio Dispatch may assign a higher priority to any complaint if circumstances warrant it.

When a radio dispatcher receives a Priority 1 complaint and the zone car covering the location of the assignment is unavailable for assignment, the dispatcher shall:

1. Assign the nearest car in the same district which is available for assignment.
2. Assign the nearest car in an adjacent district which is available for assignment OR

Assign the nearest car which has been given a lower priority assignment. Therefore, personnel must retain radio contact with radio dispatcher at all times.

Priority 2 complaints shall normally be assigned to the car in whose territory it originates or, if not open for assignment, to any available car in the squad covering the area.

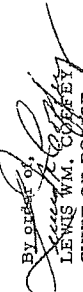
Priority 3 complaints shall normally be assigned to the zone car in whose territory it originates.

A field supervisor may cause any car to handle priority 2 and priority 3 assignments.

Members and employees given assignments by radio dispatcher shall in every instance, for every category of complaint, inform the radio dispatcher of the final disposition of the assignment. This is true even if the original assignment was made on another platoon or on another day.

No radio equipment other than official police issue may be used in vehicles equipped with police radios, so-called "personalized" radios on the regular broadcast bands are specifically prohibited. No unauthorized radio equipment shall be permitted in the spaces occupied by the radio dispatch office, radio repair or maintenance, or any space used by personnel engaged in radio dispatching.

This order shall be an integral part of all manuals for radio dispatchers and/or complaint clerks.

By order of,

 LEWIS W. COFFEY
 CHIEF OF POLICE

Rule 44 - Manual of Rules

NO CHANGES REQUIRED

- (1) Officers and members assigned to the radio equipped police vehicles shall remain in the territory to which they are assigned unless directed otherwise by the Radio Dispatcher.
- (2) If required to leave their territory for reasons of police necessity, they shall promptly notify the Radio Dispatcher.
- (3) They shall promptly acknowledge and respond to all calls directed to them by the Radio Dispatcher. When acknowledging such calls, they shall state their location.
- (4) They shall carefully investigate all matters directed to their attention by the Radio Dispatcher, or otherwise; and take proper police action. They shall keep the Radio Dispatcher advised of their activities or the progress of any investigation; and furnish a preliminary description of persons, property or motor vehicles wanted. They shall immediately notify the Radio Dispatcher by radio (or telephone) when completing any assignment.
- (5) Employees assigned to radio equipped police towing vehicles shall keep the Radio Dispatcher informed of the completion and disposition of assignments. (Also see New Rule 22).

Sgt Brennan
NOVEMBER 12, 1970

GENERAL POLICE ORDER NO. 39-70

SUBJECT: COMMUNICATIONS CONTROL CENTER (CCC) NEW RADIO

The provisions of GENERAL POLICE ORDER NO. 13-61, REVISED INSTRUCTIONS FOR USE OF RADIO still apply to all members and employees operating vehicles and equipment in which the old style radios are installed. However, in the near future new radio equipment will be installed in all vehicles and equipment, and from time to time Departmental Notices will be issued assigning certain zone cars, mobile patrols, supervisors, accident cars, traffic cars, general duty detectives, etc. to a specific radio dispatcher in the CCC. thereby making such vehicles, and the members and employees assigned to such vehicles, subject to radio dispatch.

The provisions of this General Police Order apply to all members and employees assigned to vehicles thus listed, or otherwise operating vehicles equipped with new radios and subject to radio dispatch.

When all members, employees and equipment have been provided with new radio equipment, General Police Order 13-61 is rescinded, and the provisions of this general police order shall apply to all members and employees of the Division of Police.

In contrast to the old radio system, where a single radio dispatcher has communication with all radio equipped cars, the new CCC will have a separate radio dispatcher for each of the six police districts, traffic and certain city-wide cars. Therefore, in the CCC there will be eight (8) separate radio systems. In addition to the radio in the vehicle (called a mobile radio), vehicles will also be assigned portable radios which members and employees will carry when they are not in their assigned vehicles. By this means the radio dispatcher will be in constant communication with all personnel assigned to radio dispatch.

In the CCC system there will be no recalls, and there will be no need to use land-lines, telephones (open-barge-in) or otherwise to maintain communication between field personnel and the radio dispatcher. All communications between CCC and field personnel shall be made over the air by radio.

Each of the eight radio dispatchers makes use of a radio channel, which provides two way radio communication between the CCC and the field personnel. Although each vehicle has the capability of operating on more than one channel, all vehicles, members and employees subject to radio dispatch shall remain on the channel to which they are assigned, and be subject to the radio dispatcher in charge of that channel.

Under conditions requiring the services of many vehicles and officers, specific instructions will be given by CCC to use other channels for specific reasons.

A radio dispatcher is assigned to each Police District and is responsible for the control of members, employees and vehicles assigned to radio dispatch in that district. The dispatcher receives the complaint card from the complaint clerk by conveyor belt, then he checks the vehicle status board for a vehicle available to handle the specific category of complaint, and then he contacts the selected vehicle or personnel assigned to that vehicle and transmits the assignment. Upon acknowledgement of the assignment, the dispatcher time-stamps

the complaint card and places it in the car status file. Insertion of the card into the car status file changes the vehicle status board to indicate the vehicle is now "on assignment". Upon completion of the assignment, the police officer in the vehicle assigned notifies the dispatcher, who removes the complaint card from the car status file, enters the disposition of the assignment, and again time-stamps the complaint card to indicate the completion of the assignment. The complaint card, which is a machine-processable card, is then forwarded to data processing.

Each of the vehicle status boards for the six police districts contain sixty (60) places for vehicles or personnel assigned to radio dispatch. The Traffic Dispatcher has 160 places for vehicles and/or personnel, and the Radio Supervisor has 120 places for city wide vehicles. Each of these vehicle spaces includes a plate which indicates the number of the vehicle involved, and a series of three lights which indicate the status of the vehicle. These lights are operated by switches under the control of the radio dispatcher, or operate automatically by the insertion of the complaint card in the car status file.

When the vehicle, the number of which remains on the vehicle status board, is not in service, none of the lights associated with that vehicle are visible or operative. All lights out. When the vehicle is in service, but is not available for radio assignment, the WHITE LIGHT is turned on for that vehicle by the Radio Dispatcher. When the vehicle is on the air and available for assignment the GREEN LIGHT appears, and as shown, above, the RED light appears when the vehicle is "on-assignment".

Therefore, all members, employees and superior officers subject to radio dispatch shall report themselves "on" and "off" the air by means of the mobile or portable radio equipment available to them.

All superior officers of any rank or of any assignment shall report "on" and "off" the air to the dispatcher to which they are assigned.

All marked vehicles of the Division of Police shall be identified by a number which is related to the District or Bureau, squad, and unit within the squad to which the vehicle is normally assigned. This identification number will consist of four (4) numbers:

- 1st number - identification of radio dispatcher in control.
- 2nd number - district or bureau to which assigned
- 3rd number - squad, but provision has been made to identify traffic cars, detective cars, task force cars, vice cars, mobile patrols, supervisors cars and details.
- 4th number - unit within squad, which also indicates capability of vehicle to handle stretcher cases. (SW & MP).

The Departmental Notice assigning specific vehicles to radio dispatch will identify these specific vehicles by both the present and the new identification numbers. The new identification numbers will represent the present districts, sectors, squad and police zones.

In communication with the radio dispatcher, except when under special conditions when numerous vehicles are on city wide channel or on a channel to which not normally assigned, cars may identify themselves to their dispatcher

by means of the last three numbers of their identification number.

The CCC materially increases the capability of field supervisors to exercise control and supervision of the personnel under their command. Field supervisors include platoon captains, sector lieutenants, squad and beat sergeants, and any other superior officer who is in charge of personnel operating radio equipped vehicles or equipped with portable radios.

Such field supervisors upon hearing broadcasts to the personnel under their command which indicate their men will need direction, assistance, supervision or advice, shall proceed at once to the scene of the complaint, and carry out such supervisory duties as may be required. Such field supervisor shall immediately inform his radio dispatcher that he is responding to the complaint.

If the immediate superior of the men receiving such an assignment is unable to respond at once to such an assignment, he shall inform the radio dispatcher of that fact.

Field supervisors shall also monitor all radio messages directed to personnel under their command, and shall ascertain the reason for failure to answer promptly, or failure to report dispositions promptly.

When any officer gives an assignment to vehicles or personnel subject to radio dispatch, such officer shall immediately notify the radio dispatcher. When such vehicles or personnel are "on" the air, they shall inform the radio dispatcher of their location, and their relative availability for radio assignments or messages.

RESPONSES

Upon receipt of a broadcast members and employees shall respond as follows: "Car III-OK, 150th and Lorain." Locations shall be as specific as practicable. Such phrases as "leaving last assignment" are too indefinite to be acceptable.

When members and personnel subject to radio dispatch fail to answer the third broadcast of an assignment or message, the radio dispatcher shall notify the radio supervisor of the identity of the vehicle or personnel involved. The radio supervisor shall then notify the officer in charge of the District, Bureau or Unit to which such personnel are assigned.

The officer in charge shall then order a specific field supervisor to begin a search for the missing personnel or vehicle. This field supervisor shall continue the search until the missing crew is located and the radio dispatcher is notified of this fact.

All members and personnel subject to radio dispatch shall be held strictly accountable for keeping their radio dispatcher advised of their whereabouts and availability for assignments. This information shall be given to the radio dispatcher by radio. Disciplinary action must be taken for failure to comply with this order.

A dispatcher may dispatch more than one car on a single assignment. He may designate the cars dispatched by number; he may dispatch an entire squad; or he may dispatch "any car in the vicinity". The dispatcher also has the capability of broadcasting an assignment on several or all eight (8) channels.

It should not be necessary in these cases for the dispatcher to broadcast subsequently to each individual car and ask for an acknowledgement. Each car specifically dispatched should acknowledge in the order it was dispatched, or by

its number in the squad. Any other car "in the vicinity" should also acknowledge and respond to the assignment without waiting for specific instructions.

In every instance all field supervisors shall consider all multiple car assignments as broadcasts which will require the services of a superior officer, and they shall respond without being requested. The immediate superiors of field supervisors shall take disciplinary action against field supervisors who fail to respond to such assignments.

The first car on the scene shall give a brief preliminary description of the events, suspects, etc. by radio as soon as possible. This preliminary information shall be followed by more detailed information as it becomes available.

Final dispositions shall be give to the radio dispatcher as soon as possible. Dispositions should be brief and precise, for example: "Car 110, 140th and Puritas, Damage Report Made."

All requests for information, service, etc. shall be made via radio to the radio dispatcher.

When field personnel request information about the status of a vehicle by license number and/or vehicle identification number, the radio dispatcher records the request of a complaint card, and forwards the request card to a data position in CCC via the conveyor unit. Upon receipt of a card, the data Operator enters the query into the information system via a computer terminal in CCC. Upon a response from the computer, the data operator records the reply/ response on the same card and returns it to the radio dispatcher via the conveyor. The dispatcher then transmits the information to the field personnel who requested the information.

When the computer indicates that a vehicle is in a "stolen" status, the data operator shall further inquire of the system, and obtain the complaint number, originating agency of the complaint, and for Cleveland reports, the name and address of the owner of the vehicle. This information shall be given by radio to the field officer making the request, in order that he may quickly and accurately make the necessary reports.

It is hoped that the computer will also be able to give information on wanted subjects when CCC is fully operational.

Complaint clerks who answer telephone requests from citizens for police services shall classify all such requests into four categories of priority:

Priority 1 - This category of complaint requires an immediate response by the Cleveland Police Department. This priority covers complaints in which a casualty has been sustained by a citizen or a police officer, a suspect is present or a crime is being committed, or there is grave danger to life and limb.

Priority 2 - This category of complaint will be handled in the order received, after Priority 1 complaints.

Priority 3 - This category of complaint will be handled after priority 1 and 2 complaints, and therefore, may be "stacked" to be handled by another platoon.

Priority 4 - This category of complaint will be handled in some manner other than by dispatching a vehicle to the scene. Telephone reports will be taken by radio police clerks about certain minor complaints and misdemeanors.

The Commanding Officer of Radio Dispatch may assign a higher priority to any complaint if circumstances warrant it.

When a radio dispatcher receives a Priority 1 complaint and the zone car covering the location of the assignment is unavailable for assignment, the dispatcher shall:

1. Assign the nearest car in the same district which is available for assignment.
2. Assign the nearest car in an adjacent district which is available for assignment OR

Assign the nearest car which has been given a lower priority assignment.

Therefore, personnel must retain radio contact with radio dispatcher at all times.

Priority 2 complaints shall normally be assigned to the car in whose territory it originates or, if not open for assignment, to any available car in the squad covering the area.

Priority 3 complaints shall normally be assigned to the zone car in whose territory it originates.

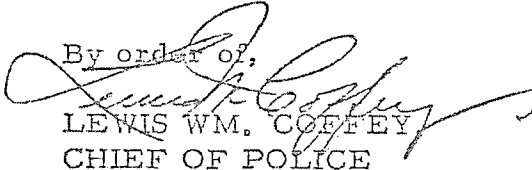
A field supervisor may cause any car to handle priority 2 and priority 3 assignments.

Members and employees given assignments by radio dispatcher shall in every instance, for every category of complaint, inform the radio dispatcher of the final disposition of the assignment. This is true even if the original assignment was made on another platoon or on another day.

No radio equipment other than official police issue may be used in vehicles equipped with police radios, so-called "personalized" radios on the regular broadcast bands are specifically prohibited. No unauthorized radio equipment shall be permitted in the spaces occupied by the radio dispatch office, radio repair or maintenance, or any space used by personnel engaged in radio dispatching.

This order shall be an integral part of all manuals for radio dispatchers and/or complaint clerks.

By order of,


LEWIS WM. COFFEY
CHIEF OF POLICE

Rule 44 - Manual of Rules

NO CHANGES REQUIRED

- (1) Officers and members assigned to the radio equipped police vehicles shall remain in the territory to which they are assigned unless directed otherwise by the Radio Dispatcher.
- (2) If required to leave their territory for reasons of police necessity, they shall promptly notify the Radio Dispatcher.
- (3) They shall promptly acknowledge and respond to all calls directed to them by the Radio Dispatcher. When acknowledging such calls, they shall state their location.
- (4) They shall carefully investigate all matters directed to their attention by the Radio Dispatcher, or otherwise; and take proper police action. They shall keep the Radio Dispatcher advised of their activities or the progress of any investigation; and furnish a preliminary description of persons, property or motor vehicles wanted. They shall immediately notify the Radio Dispatcher by radio (or telephone) when completing any assignment.
- (5) Employees assigned to radio equipped police towing vehicles shall keep the Radio Dispatcher informed of the completion and disposition of assignments. (Also see New Rule 22).

GENERAL POLICE ORDER

No. 38-70 HEADQUARTERS October 16, 70
19

SUBJECT: LEGAL LITIGATION INVOLVING THE CITY OF
CLEVELAND -- SUPPLEMENTAL PROCEDURE

TO THE MEMBERS OF THE DEPARTMENT

The new Rules of Civil Procedure impose an added responsibility upon the Law Department to obtain detailed information.

Whenever a member is involved in a civil action that has been brought against the City and the Law Department has requested certain information, the member shall forthwith submit a full reply by Form 1 report.

These reports shall be forwarded to the Chief's Office within five (5) days.

This procedure supplements existing requirements of Rule 69 of the Manual of Rules, Division of Police, and standing G. P. O. 's.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 37-70 HEADQUARTERS October 7, 1970

SUBJECT: PERSONNEL RECORDS INFORMATION - -
POLICE & PUBLIC REPORTING
TO THE MEMBERS OF THE DEPARTMENT

In accord with the August 23, 1968 directive of the Chief of Police, the following procedure shall control the maintenance and use of personnel records information:

1. All personnel information shall be securely retained as confidential departmental information under the supervision of a Superior Officer, and none may be released without his permission. This shall include photos and shall specifically prohibit any release to unauthorized persons outside the Department.

Doubtful matters shall be resolved by the Chief, his Staff, or Officer in Charge of the Department.

2. Home addresses and/or telephone numbers of members shall be available only for legitimate police purposes and any release requires the approval of the ranking superior officer in charge.
3. Official police reports shall bear the address and telephone number of the police officer's place of assignment whenever the nature of the report requires it.

Cooperation of members of the news media shall be requested to avoid all use of members' residence addresses and phone numbers.

By order of,

STEVE SZERETO,
DEPUTY CHIEF

GENERAL POLICE ORDER

No. 36-70 HEADQUARTERS September 30, 1970

**SUBJECT: JUVENILE COURT LIAISON OFFICER -
JUVENILE COMPLAINT FILING PROCEDURES
TO THE MEMBERS OF THE DEPARTMENT**

Effective October 5, 1970, a Police-Juvenile Court Liaison Officer will be assigned to Juvenile Court. He shall file Juvenile Complaints for the entire Department, initiate subpoenas as required and assist the Prosecutor in case preparation.

Complaint filing procedures are amended. Arresting officers are relieved of the responsibility of personally filing routine Juvenile Complaints and need not appear at Court Hearings, unless subpoenaed. However, members shall exercise good judgement in appearing whenever, within their own knowledge, the importance or complexity of the case or the evidence indicates the necessity.

Printed copies of the amended Juvenile Complaint Filing Procedures shall be forwarded to all Divisions, Districts, and Units for distribution to each member. These shall be considered an integral part of this order.

Commanding Officers and Officers in Charge shall cause full compliance by closely supervising Juvenile enforcement and investigative activities and carefully examining required reports, which shall not be forwarded when incomplete or incorrect.

This order supersedes GPOs or parts thereof which conflict with its provisions.

By order of,
LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 35-70 HEADQUARTERS September 23, 1970

SUBJECT: MONTHLY VEHICLE MILEAGE REPORTS

TO THE MEMBERS OF THE DEPARTMENT

In order to arrive at monthly cost figures and to project future cost figures, it will be necessary for administrative units of the department to submit monthly reports of police vehicles.

IBM cards indicating code number, year, radio call number and unit, together with the month and year, will be forwarded to the Commanding Officers of administrative units for the purpose of recording such mileage. It is imperative that the CODE NUMBER of the vehicle is the same as the CODE NUMBER on the IBM card upon which the odometer reading is recorded.

The Commanding Officer of each administrative unit shall designate a Superior Officer or officers who shall record the odometer readings for the last day of the month, in the space provided, on the respective IBM card describing such vehicle by CODE NUMBER. The officer recording the mileage on the IBM cards shall sign such cards, including his rank and the date.

If a vehicle is not in service on the last day of the month due to being in the Repair Shop, etc., such Superior Officer or officers shall make arrangements for and obtain the correct odometer reading.

(CONTINUED)

GENERAL POLICE ORDER

No. 35-70 HEADQUARTERS September 23, 1970

SUBJECT: MONTHLY VEHICLE MILEAGE REPORTS

- 2 -

IBM cards having the mileage recorded shall be forwarded to the Record Process Section by the third day of the following month, so that the mileage report can be completed on or before the set deadline. The IBM cards may be forwarded in the "locked box" provided for parking tickets and moving violations citations.

Commanding Officers shall be responsible for the compliance of the provisions of this order.

G.P.O. 27-68 is hereby rescinded.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 34-70 HEADQUARTERS September 16, 1970

SUBJECT: RELEASE OF DEPARTMENTAL ARREST
RECORDS -- PROCEDURE

TO THE MEMBERS OF THE DEPARTMENT

By Law Department ruling, confidential and/or quasi-confidential arrest records may be released only to official governmental agencies.

Arrest records of this Department may not be given to any other agency, business firm or person unless expressly requested by affidavit by an individual who wishes to release information concerning himself to a third party.. This affidavit will be the only exception to the rule and the form has been developed and is available for this purpose.

The General Record Room shall maintain a permanent file of all such affidavits together with a copy of the record information that was provided.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 33-70 HEADQUARTERS September 10, 1970

SUBJECT: RESPONSIBILITIES, AND OPERATIONAL AND
ASSIGNMENT PROCEDURES OF THE FIELD
TRAINING PROGRAM

TO THE MEMBERS OF THE DEPARTMENT

A) PROCEDURES AND RESPONSIBILITIES OF THE FIELD
TRAINING OFFICER --

- 1) He shall be the Officer in Charge of the Field Training Officer/Probationary Patrolman team. He shall direct all its activities.
- 2) He shall delegate the performance of routine police functions and report making to the trainee.
- 3) He shall provide advice and assistance as required.
- 4) He shall provide instruction in:
 - a) Police Vehicle Operation
 - b) Operational Procedures.
 - c) District Geography and District Conditions and the Special and Routine Police Action Required.
- 5) He shall examine and initial all reports prepared by the trainee.
- 6) He shall submit periodic performance rating reports.

(CONTINUED)

GENERAL POLICE ORDER

No. 33-70 HEADQUARTERS September 10, 1970

SUBJECT: RESPONSIBILITIES, AND OPERATIONAL AND
ASSIGNMENT PROCEDURES OF THE FIELD
TRAINING PROGRAM

- 2 -

- 7) Field Training Officers' duties which require extra duty (OT), such as in the examination and preparation of reports, shall be credited in accord with standard overtime procedures.

B) ASSIGNMENT PROCEDURES --

- 1) During their probationary period, new Patrolmen shall be assigned only with a Field Training Officer or a Superior Officer.
- 2) Each Probationary Patrolman shall be assigned with the same Field Training Officer throughout the probationary period unless supplanted by a Superior Officer.
- 3) Each Field Training Officer/Probationary Patrolman team shall be assigned the same weekly vacation day schedule.
- 4) A Sergeant or another available Field Training Officer shall be assigned during unscheduled absences of OTT, sick leave, furlough, etc.

GENERAL POLICE ORDER

NO. 33-70

HEADQUARTERS September 10, 1970

SUBJECT: RESPONSIBILITIES, AND OPERATIONAL AND
ASSIGNMENT PROCEDURES OF THE FIELD
TRAINING PROGRAM

- 3 -

SUPERIOR & COMMAND OFFICER RESPONSIBILITIES --

- 1) They shall cause implementation of the program and compliance with the provisions of this order.
- 2) They shall evaluate the performance of each Field Training Officer under his supervision or command and submit reports with recommendations twice annually on June 30 and December 31 respectively.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 32-70 HEADQUARTERS September 10, 1970

SUBJECT: FIELD TRAINING OFFICERS

TO THE MEMBERS OF THE DEPARTMENT

Departmental Field Training Duties shall be assigned to Patrolmen designated as Field Training Officers. They shall receive the same extra pay increment as the members assigned to the Bureau of Criminal Investigation.

The following Patrolmen are hereby so designated and assigned to these duties:

92	Stanely Acela	District 3
237	Frank Wolf	"
1346	Joseph Dietz	"
1142	Robert Vanek	"
1109	Robert Pollack	"
1890	Paul Mullins	"
774	Paul Guba	"
432	Steve Petrov	"
444	Michael Kocet	"
343	James Murphy	"
1605	William Richards	"
284	Melvin Stroud	"
499	Anthony Karnowski	"
1010	George Walter	"
1983	Francis Kiouisis	"
1806	Richard Sichau	"
140	Gerald Ruckgaber	"
387	Charles Casper	"
2124	Edward Kish	"
1964	Walter Sheahan	"
1146	William Lehmann	"
701	James Mullen	"

(CONTINUED)

GENERAL POLICE ORDER

NO. 32-70 HEADQUARTERS September 10, 1970

SUBJECT: FIELD TRAINING OFFICERS

- 2 -

1797	Conrad Sandell	District 3
1669	James O'Connor	"
258	Donald Bellew	District 4
1836	Reginald Kinsey	"
1683	William Bishilany	"
1822	Anthony Zarenko	"
1228	Lawrence Visocky	"
1659	Richard Vlk	"
1718	John Mooney	"
1267	Arnold Hovan	"
1747	John Kohanyi	"
1988	George Early	"
1727	Raymond Wierszylo	"
1278	John Conroy	"
435	Edward Coleman	"
286	James Chaloupka	"
2111	Michael Higgins	"
871	Thomas Hightower	"
1807	Paul Klepatzki	"
2126	Geza Kovacs	"
1925	Donald Kupiecki	"
1354	Thomas Kostura	District 5
1361	Franklyn Poledna	"
115	Robert Wood	"
1358	Thomas Liptak	"
859	Wylie Farrier	"
304	Delmar O'Hare	"

(CONTINUED)

GENERAL POLICE ORDER

No. 32-70 HEADQUARTERS September 10, 1970

SUBJECT: FIELD TRAINING OFFICERS

- 3 -

2309	Roy Varner	District 5
1176	Thomas Branch	"
1198	David Wise	"
2057	James Svekric	"
1181	Michael Savage	"
433	Thomas Kelly	"
157	Robert Soroky	"
1884	Henry Johnson	"
757	Steve Lecso	"
1753	Leonard Mack	"
333	Harry Pappas	"
903	John Patton	"
1950	Ronald Weber	"
1163	Robert Young	"
102	Norman Beighey	District 6
705	James Howard	"
326	Joseph Papesch	"
743	Wilfred Bernhardt	"
590	John Butler	"
598	Gerald Schetterer	"
209	Michael Skorich	"
1372	Melvin Mitchell	"
338	Christopher Kirk	"
1976	Paul Falzone	"
991	John Bozich	"
474	Anderson Ridenour	"
1882	William Candow	"

(CONTINUED)

GENERAL POLICE ORDER

No. 32-70 HEADQUARTERS September 10, 1970

SUBJECT: FIELD TRAINING OFFICERS

- 4 -

351	William Busse	District 6
1808	Edward Babey	"
152	Morton Bernard	"
2051	Amos Floyd	"
851	Raymond Gullo	"
2035	George Utlak	"
298	Joseph Colan	"
1601	Thomas McNally	"
2108	John Hatala	"
562	Paul Pavia	"

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 31-70

HEADQUARTERS September 1, 1970

SUBJECT: BOMB THREATS - CLARIFICATION OF DISASTER
PLAN - GPO 59-63

TO THE MEMBERS OF THE DEPARTMENT

Threats of bombs placed or secreted in places of public gathering, inhabited structures, or in any other place shall be initially reported only by telephone except when the circumstances are of such an emergency nature that the imminence of an explosion and the hazard to safety of human life, well being and property preclude the advisability of this method. In this rare exceptional situation, notifications shall be made by the most expeditious means available.

Notification procedures outlined on Pages 10 and 11 of the Disaster Plan shall be followed. Stated in part, they are:

Members acquiring bomb threat or placement information shall --

1. Notify Police Radio immediately by TELEPHONE.
2. The Police Radio shall notify the Bomb Squad at the Police Lab (SIU) - Line 312 or 327 - and the Detective Division - Line 361 by TELEPHONE.
3. Most importantly, no publicity shall be given nor made possible by the transmission of any information beyond the necessary police duty channels

(CONTINUED)

GENERAL POLICE ORDER

31-70

September 1, 70

No. _____ HEADQUARTERS _____ 19____
BOMB THREATS - CLARIFICATION OF DISASTER
PLAN - GPO 39-63
SUBJECT : _____

- 2 -

until police action is underway to neutralize the hazard and it has been authorized by the Chief of Police or his designee.

Other procedures outlined in the Disaster Plan shall be followed as and if they apply.

Commanding Officers shall cause thorough instruction of all members in the provisions of these procedural orders.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 30-70 HEADQUARTERS September 1, 1970

SUBJECT: USE OF CITY CARS

TO THE MEMBERS OF THE DEPARTMENT

All members shall comply with the following directive from the office of the Director of Public Safety.

"All departments have been advised that city cars are not to be used for personal business without express consent from this office.

Charges will be preferred against any employee in the Safety Department who is detected using a city car on personal business."

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 29-70 HEADQUARTERS August 17, 70
1970

SUBJECT: UNUSUAL ACTIVITY PLANNING & CONTROL

TO THE MEMBERS OF THE DEPARTMENT

Copies of G. P. O. 29-70 Unusual Activity Planning and Control are being forwarded to each District and Division.

They shall be distributed to each member.

Copies of Form C of C 71-1014 UNUSUAL ACTIVITY REPORT and Form C of C 71-1015 AFTER ACTION REPORT are also being forwarded to the Districts and Divisions.

They shall be used in conjunction with the operation of this order.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 28-70 HEADQUARTERS July 30, 1970

SUBJECT: USE OF TRAFFIC SUMMONS FOR WATER CODE

- 2 -

The following numbered paragraphs of Training Bulletin 9.01 do not apply to Watercraft and shall be left blank

Paragraphs 11-12-18-19-20-26-36

General Police Order 39-68 shall govern the Setting of Court Date, Forwarding of Citations, Proper Completion of Affidavit and any other required action not conflicting with a Citation for a Moving Violation as opposed to Water Traffic Code Violation.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 28-70 HEADQUARTERS July 30, 1970

SUBJECT: USE OF TRAFFIC SUMMONS FOR WATER CODE

TO THE MEMBERS OF THE DEPARTMENT

Effective August 1, 1970, the standard Notice to Appear (Moving Traffic Citation) shall be issued to operators of watercraft violating the Water Traffic Code (Sections 9.5501 to 9.6310 of the Codified Ordinances).

The Notice to Appear shall be completed according to provisions of GPO 39-68 and Training Bulletin 9.01 of December 27, 1968 with the following exceptions:

TRAINING BULLETIN 9.01

Paragraph 10 "LICENSE NUMBER"- These words to be crossed out and the word "WATERCRAFT" inserted in the space allocated for the number.

Paragraph 21(H) "BODY" - In this section the length of the Watercraft shall be inserted by the use of numbers, in feet and inches.

Paragraph 21(L) "UPON PUBLIC HIGHWAY, NAMELY"- These words shall be crossed out so that only the word "UPON" remains and then the appropriate name of the body of water inserted where the violation occurred, i. e., Lake Erie, Cuyahoga River, etc.

(CONTINUED)

GENERAL POLICE ORDER

NO. 27-70 HEADQUARTERS July 17, 1970

SUBJECT: USE OF PRIVATE AUTOS FOR DISTRICT
CIVILIAN DRESS SQUADS AND OTHER
POLICE DUTIES.

TO THE MEMBERS OF THE DEPARTMENT

Members shall not use their private autos for undercover work as a routine, on-going procedure. This restriction includes District Civilian Dress Squad vice enforcement activities. Liability insurance requirements and the absence of general provisions for mileage reimbursement are the prohibitive factors necessitating this policy.

Use of private autos shall continue to be authorized on an individual basis and for specified police activities.

Mileage reimbursement requests must be made by Form #1 report and upon special forms available at the Chief's Office.

By order of,
LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 26-70 HEADQUARTERS July 16, 1970

SUBJECT: TRAFFIC SIGNAL OUTAGES

TO THE MEMBERS OF THE DEPARTMENT

When a traffic signal is completely out, the message shall be transmitted "SIGNAL ALL OUT".

For partial outages or partly inoperative traffic signal lights, the malfunction shall be transmitted as East Bound red out, North Bound green out, etc.

Reports of traffic signal lights out of order shall be given by radio as the most direct measure of preventing accidents.

Strict compliance with above instructions is necessary to establish priorities in assignments to assure the dispatch of a properly equipped repair crew.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 25-70 HEADQUARTERS July 14. 1970

SUBJECT: LITIGATION AGAINST POLICE PERSONNEL --
CITY INVOLVED

TO THE MEMBERS OF THE DEPARTMENT

Effective immediately all original copies of law suits brought against this department or individual members shall be forwarded to the Chief's Office with the report requesting representation by the Law Department of the City of Cleveland.

Rule 69 of the Manual of Rules, referring to a "Copy of all legal service" shall be interpreted as meaning the "Original Copy".

By order of,

LEWIS WM, COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 24-70 HEADQUARTERS July 9, 1970

SUBJECT: ILLEGAL DRUG LABORATORY INVESTIGATIONS
-- POLICE OPERATIONAL PROCEDURES

- 3 -

with water by flushing down a toilet or by pouring water on them.

8. NO ONE BY THE POLICE CHEMIST IS TO HANDLE ANY SUSPECTED CHEMICALS.
9. THE NEED FOR EXTREME CAUTION CANNOT BE OVER EMPHASIZED.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 24-70 HEADQUARTERS July 9, 19 70

SUBJECT: ILLEGAL DRUG LABORATORY INVESTIGATIONS
--POLICE OPERATIONAL PROCEDURES

- 2 -

shall be notified to call one to the scene.

c. Narcotics Unit

d. Fire Department, to provide stand-by fire protection

2. Evacuate and detain any persons found in the suspected laboratory.
3. Do not -re-enter the premises until the arrival of the Police Chemist.
4. Do not smoke or use or permit fire or flames on or in the immediate vicinity of the premises.
5. No photographer, Police, civilian, or news media shall use any electrically operated device such as electrically operated cameras, flashbulbs, strobes, or solenoids until the premises has been secured and approval given for their use by the Police Chemist.
6. No operational equipment or switches of any kind shall be handled or turned On or Off by anyone other than the Police Chemist.
7. Under no circumstances should any of the chemicals found in a search of this nature be places in contact

(CONTINUED)

GENERAL POLICE ORDER

No. 24-70 HEADQUARTERS July 9, 1970

SUBJECT: ILLEGAL DRUG LABORATORY INVESTIGATIONS
-- POLICE OPERATIONAL PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

The illegal manufacture of drugs in unlicensed and unauthorized laboratories involves processes which present great potential hazard to life and property of citizens and the officers who become involved in their discovery or investigation.

Illicit laboratories are usually inadequately ventilated and unsafe. The vapors and the chemicals present may be subject to spontaneous violent explosion or could be noxious and quickly render a person unconscious.

These illegal laboratories can be identified by the presence of laboratory equipment such as chemicals in jars or bottles (often brown in color) or in cans with labels, the smell of ether or other organic material, glassware (beakers, jars, test tubes, etc.), rubber tubing or plastic tubing, hotplates, Bunsen burners, etc.

Members shall be governed by and comply with the following instructional directives, whenever a suspected illegal laboratory is discovered:

1. Notify Radio immediately. Radio shall immediately notify the following:
 - a. District Supervisory Officers.
 - b. Police Chemist at the Laboratory. If none is on duty, the office of the Division of Criminal Investigation
- (CONTINUED)

GENERAL POLICE ORDER

NO. 23-70 HEADQUARTERS July 2, 1970
SUBJECT SNIPER ATTACK PROCEDURES - DEPARTMENTAL
TRAINING BULLETIN 81.54

TO THE MEMBERS OF THE DEPARTMENT

Procedural guidelines for sniper attack incidents have been prepared in the form of Training Bulletin 81.54 which shall be considered an integral part of this order.

Each member shall receive a copy which he shall permanently retain for future reference.

Commanding Officers shall assure distribution to each member within their commands.

Copies of this Training Bulletin have been forwarded to all Line Units for immediate use of Superior Officers who shall thoroughly instruct members in these procedures at Roll Calls until all are thoroughly familiarized.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 22-70 HEADQUARTERS June 30, 1970

SUBJECT: COMMUNICATIONS FROM FOREIGN SOURCES
CONCERNING ALIENS

TO THE MEMBERS OF THE DEPARTMENT

All mail from foreign sources concerning aliens in the United States shall be forwarded to the Immigration and Naturalization Service via the Chief's Office.

These inquiries usually request assistance in locating an alien and the local office of the Immigration and Naturalization Service will take appropriate action in response to such communications.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 21-70 HEADQUARTERS June 24, 1970

SUBJECT: FIREARMS SEIZURE PROPERTY HANDLING
PROCEDURES

- 2 -

Sections of the tag that are captioned "Property Room" and "S.I.U." shall be left blank for the use of those units.

Firearms with tag and bag attached, shall be forwarded to the Division of Criminal Investigation for Laboratory processing before being taken to the Property Unit for safe keeping.

The Form 60-1 Bag and Tag are available at the Supply Unit and shall be requisitioned by all Line Units.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 21-70 HEADQUARTERS June 24, 1970

SUBJECT: FIREARM SEIZURE PROPERTY HANDLING
PROCEDURES

TO THE MEMBERS OF THE DEPARTMENT

Effective July 1, 1970 all members shall be governed by the following property handling procedures when a firearm is seized or acquired in any manner.

A combination cloth bag and tag, identified as Departmenta Form 60-1, shall be utilized. The tag portion shall be completed to serve as the identifying property tag and the bag shall serve as the container for any live cartridge, empty cartridge cases, spent pellets, cartridge clips or other related item or pertinent part of the firearm.

The member who originally acquires possession of the firearm shall record the data on the tag, attach it to the trigger guard of the weapon, enclose the related property items in the bag along with a folded copy of the Firearms Seizure Report and make the necessary Property Book entry. At no time shall the firearm be inserted into the bag.

In completing the tag, members must be accurate and thorough in their entries. The description of the "Article" on the second line shall include brand name, guage or caliber, serial number and list of the items placed in the bag.

(CONTINUED) ✓

GENERAL POLICE ORDER

No. 20-70

Headquarters

June 5, 1970

Subject: AMENDMENTS TO THE MANUAL OF RULES
TO THE MEMBERS OF THE DEPARTMENT

By the authority of Lt. Gen. Benjamin O. Davis, Jr., Director of Public Safety, the Manual of Rules of the Department of Public Safety, Division of Police shall be revised as follows:

Under ORGANIZATION--PERSONNEL

Section 1

The order of rank in the Division of Police shall be as follows:

- (1) Chief of Police
- (2) Deputy Chief
- (3) Inspectors
- (4) Deputy Inspectors
- (5) Captains
- (6) Lieutenants
- (7) Sergeants
- (8) Patrolmen

No person holding any of the above ranks in the Department of Public Safety shall perform any work which is of the same nature as, or included within, the duties of other classified employees of the City, except such as is immediately essential to the performance of the duties of such rank as is necessarily incidental thereto.

Section IX --ACTING CHIEF amended to:

Section IX

DEPUTY CHIEF

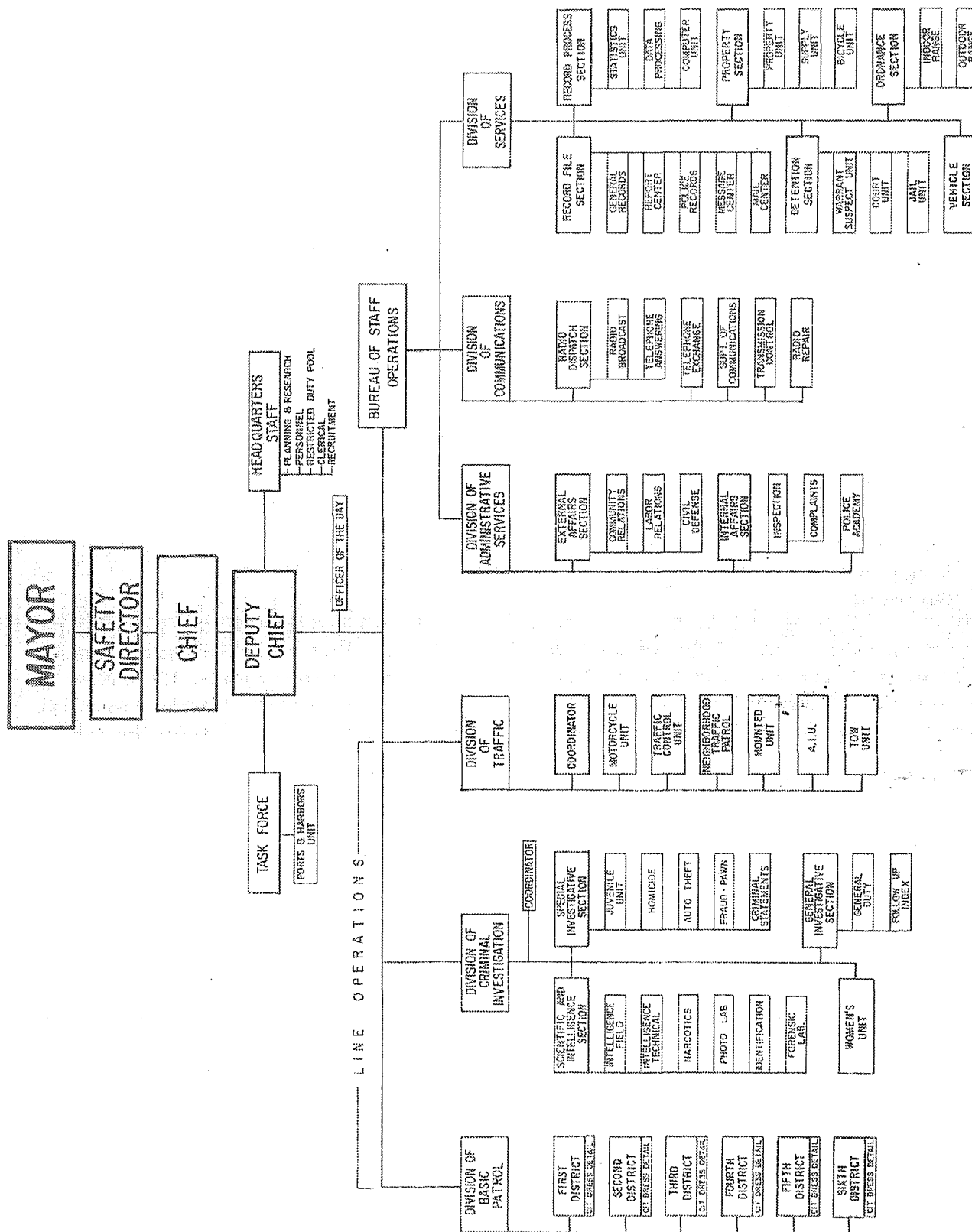
The Chief of Police shall designate an Inspector to serve in the capacity of Deputy Chief and he shall perform such duties as are assigned by the Chief. During the absence of the Chief of Police, the Deputy Chief shall serve in the capacity of Acting Chief.

These revisions shall become effective June 5, 1970 and copies shall be distributed to all members.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

CLE000709



THE CLEVELAND POLICE DEPARTMENT
 ORGANIZATION CHART
 JUNE 5, 1970
 LEWIS W. COFFEY, CHIEF OF POLICE

PROCESSED BY 1009

GENERAL POLICE ORDER

No. 19-70 HEADQUARTERS June 5, 1970

SUBJECT: DEPARTMENTAL ORGANIZATION

TO THE MEMBERS OF THE DEPARTMENT

Copies of the new Police Department Organization Chart have been prepared and will be forwarded to the Districts and Divisions. .

The new Organization Structure becomes effective June 5, 1970.

All members shall familiarize themselves with the Organization Chart and the chain of command outlined and shall govern themselves accordingly.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 18-70 HEADQUARTERS May 25, 1970

SUBJECT: CLARIFICATION OF G. P. O. #9-69 - PHYSICAL
TRAFFIC ARRESTS

TO THE MEMBERS OF THE DEPARTMENT.

That section of G. P. O. #9-69 which begins with "Whenever the Prosecutor must be consulted" and ends with, "shall not be sworn to or signed by the Sergeant or Lieutenant Deputy Clerk", shall be interpreted as follows: The Affidavit section of the Notice to Appear shall not be signed in the cases of physical booking when the Prosecutor must be consulted for the specific charge of Driving While Intoxicated, Reckless Driving, Traffic Manslaughter, Drag Racing and any other violation which shall require a ruling by a Prosecutor and the appearance of an arresting officer at both the Prosecutor's Office and in Court. In all other instances the affidavit section of the Notice to Appear shall be completed by the Sergeant or Lieutenant designated as a Deputy Clerk of Court

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 18-70 HEADQUARTERS May 25, 1970

SUBJECT: CLARIFICATION OF G. P. O. #9-69 - PHYSICAL
TRAFFIC ARRESTS

TO THE MEMBERS OF THE DEPARTMENT

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By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 17-70 HEADQUARTERS May 13, 1970

SUBJECT: PROMOTION BIOGRAPHICAL SKETCH
INFORMATION

TO THE MEMBERS OF THE DEPARTMENT

When a member receives notification to appear for promotion, he shall forthwith submit a Form # 1 report through channels containing a short biography which shall include the following information: Age, years in service, present address, wife's name and the names and ages of their children.

Members to be promoted shall appear in uniform for the administration of the oath of office.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 16-70 HEADQUARTERS May 8, 1970

SUBJECT: PARKING RESTRICTIONS

TO THE MEMBERS OF THE DEPARTMENT

Parking on the garage roof and the adjacent ground level lots between the ramp leading to the garage roof and the building shall be restricted to police vehicles only and to those persons who have been given permission to park there by the Chief of Police.

Parking in the area between the garage roof ramps and the garage entrance ramp shall also be restricted by special permit.

Vehicles parked in these areas will be subject to ticketing and removal.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 15-70 HEADQUARTERS May 7, 1970

SUBJECT: SUPPLEMENT TO GPO 34-69 - AMENDED AAA
TOW PROCEDURES - "NO WAIT" RULE

TO THE MEMBERS OF THE DEPARTMENT

During the night season, particularly between midnight
and 6:00 A.M., members who have occasion to order a
AAA Tow shall remain on the scene and await the arrival
of the tow truck whenever their presence appears necessary

This decision shall be based upon the need for protection
of the auto and the assistance and/or protection of the
Tow Truck operators.

*Rec.
GPO 2-1-12*

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 14-70 HEADQUARTERS May 1, 70
19

SUBJECT: REQUESTS FOR TRANSFER - PERSONNEL
ROTATION

TO THE MEMBERS OF THE DEPARTMENT

For effective furtherance of an equitable system of assignments and rotation of personnel it is essential that there be a free flow of information to the Chief's Office.

RULE 96 of the RULES & REGULATIONS provides:

"Officers and members desiring a transfer or special assignment or wishing to express dissatisfaction with the treatment accorded them by their Superior Officers, shall make a report in writing, which shall be forwarded to the Chief of Police."

These reports shall not require a Superior Officer's approval. They shall be forwarded via locked box, in sealed envelopes, to the Commanding Officer of Headquarters Staff where they will be considered confidential and only for use in determining assignments fairly and in a manner which will serve the best interests of the Department.

Form 1 requests for transfer shall contain all pertinent information, including:

- (1) Date of Appointment
- (2) Number of years in current assignment
- (3) Reason for request
- (4) New Assignment preferred and qualifications

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 13-70 HEADQUARTERS April 15, 1970

SUBJECT: STOLEN AUTO PROSECUTIONS - PROCEDURES
FOR SECOND AND SUBSEQUENT OFFENSES OF
ORC. SECTION 4549.04

- 2 -

Whenever an arrest is made for any of these offenses, a complete record check shall be made by the arresting officers and the details included in reports, along with the names of the officers who made the record search.

Detectives assigned to Auto Theft investigations are charged with the responsibility of assuring the inclusion of the fact of a former conviction of ORC. Section 4549.04 into the affidavit which shall state that it is a second or subsequent offense.

They shall be further charged with the responsibility of the presentation into evidence of the Court Record of such prior conviction by obtaining a copy or transcript from local courts or from other counties throughout the State.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 13-70 HEADQUARTERS April 15, 1970

SUBJECT: STOLEN AUTO PROSECUTIONS - PROCEDURES
FOR SECOND AND SUBSEQUENT OFFENSES OF
ORC. SECTION 4549.04

TO THE MEMBERS OF THE DEPARTMENT

ORC. SECTION 4549.04 - No person shall commit any of
the following acts:

A. Steal any motor vehicle;

----(See "B" below)

C. Buy or conceal any motor vehicle that has been
stolen, knowing it to have been stolen;

D. Knowingly conceal a person who has stolen any
motor vehicle.

PENALTY FOR VIOLATIONS --

1st OFFENSE -- not less than one nor more than
twenty years.

EACH SUBSEQUENT OFFENSE -- not less than
five nor more than thirty years.

B. Purposely take, drive, or operate any motor
vehicle without the consent of the owner.

PENALTY FOR VIOLATIONS --

1st OFFENSE -- \$500.00 - not more than six months.

EACH SUBSEQUENT OFFENSE -- not less than one
nor more than twenty years.

(CONTINUED)

GENERAL POLICE ORDER

No. 12-70 HEADQUARTERS April 15, 1970

SUBJECT: FIREARM SEIZURE REPORT FORM - REPORTING
PROCEDURE

- 4 -

Commanding Officers shall cause compliance with this order through the direct supervision by Superior Officers in their respective commands and their careful examination of reports.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 12-70 HEADQUARTERS April 15, 70

SUBJECT: FIREARM SEIZURE REPORT FORM - REPORTING
PROCEDURE

- 3 -

Describe in detail the circumstances under which the firearm was confiscated, at the bottom of the report form, using a second page if necessary. Such information shall be concise, yet detailed, providing sufficient information concerning the circumstances for the seizure so that a decision can be made whether to confiscate the firearm or return it to the owner. The officer charged with the responsibility to make the decision to confiscate or return to the owner, should not be required to make further inquiries, such as reviewing crime reports, etc., in order to obtain the information necessary for such decision. In order to reach such decision, additional information could often be included in such report which could not or should not be included in an official report.

The property tags attached to the firearms seized shall be completed in their entirety, as nearly as possible, including the names and rank, or numbers, of the arresting officers or officers who seized, found or otherwise obtained the weapon, as well as the name and rank of the officer in charge.

When an arrest is made in connection with a Firearm Seizure, the Form # 1 Investigation Arrest report shall be attached to the Firearm Seizure report except the two copies which must be forwarded to the Detective Division with the person arrested.

(CONTINUED)

GENERAL POLICE ORDER

No. 12-70 HEADQUARTERS April 15, 1970

SUBJECT: FIREARM SEIZURE REPORT FORM - REPORTING
PROCEDURE

- 2 -

if other than the owner. When principals have no middle name, the letters "N.M.N." shall be entered between the first and last name for verification of this fact. All other items required on the report shall be supplied as completely as possible,

It is important that the firearm be described as to type, caliber or guage with foreign makes appropriately expressed in millimeters, color of metal finish and serial number, in the following general categories:

- 1) Revolver
- 2) Automatic Pistol
- 3) Derringer
- 4) Rifle -- Sliding, bolt or lever action repeater, automatic, single shot.
- 5) Shotgun -- Sliding or bolt action repeater, automatic double barrel, single barrel.

Note: Serial numbers of some of the old hand guns are located under the grips.

Should such firearm be a machine gun, a sawed-off shotgun or rifle, the barrel length and overall length or other description, shall be given to show whether or not such firearm is in violation of the Ohio Revised Code - Sections 2923.03 or 2923.04.

(CONTINUED)

GENERAL POLICE ORDER

No. 12-70 HEADQUARTERS April 15, 1970

SUBJECT: FIREARM SEIZURE REPORT FORM - REPORTING
PROCEDURE

TO THE MEMBERS OF THE DEPARTMENT

A standardized form has been prepared for Firearm Seizure reports and supplies shall be forwarded to all Districts, Divisions, and Units of Line Operations.

Its purpose is to provide uniformity and to assure acquisition of all information needed to process firearms that come into custody of the Department, in order that a proper determination can be made as to the disposition of the weapon in each case.

The Firearm Seizure report shall be made in every case regardless of the manner in which Departmental custody or control occurs, including those seized, found or turned over to members of the Department.

Four copies of such report, an original and three copies, shall be made. The original and one copy is to be forwarded to the Mail Unit. A copy shall be attached to the firearm and forwarded to the Ballistics Unit as is presently being done, and the final copy shall be retained in District, Division or Unit files where the report was made.

In order to establish proper identity, the first, middle and last name, alias if any, and address of the owner must be entered in such firearm seizure reports, as well as that of the person from whom taken or otherwise obtained,

(CONTINUED)

GENERAL POLICE ORDER

No. 11-70 HEADQUARTERS April 14, 1970

SUBJECT: ARREST AND BOOKING PROCEDURES IN CIVIL DISORDERS AND RIOTS

- 2 -

2. When possible, short signed statements shall be obtained from them and they shall be advised to appear before the prosecutor and/or in court.
3. Whenever possible, two officers should make the arrest together in order to provide corroboration of each other's testimony.
4. Officers shall gather evidence and record in their notebooks the details which establish the elements of the offense, defendants statements and witnesses identities.
5. The Field Booking process shall be completed at the scene of the arrest.

Field Booking responsibilities fall upon S.I.U. personnel and A.I.U. personnel of the Traffic Division. Upon receipt of information of impending or potential civil disturbance, the Commanding Officers or Officers in Charge shall dispatch teams of these officers to the scene with the necessary equipment which shall include Field Booking forms, polaroid or regular cameras and fingerprint inkpads

This order requires strict compliance and Commanding Officers shall cause sufficient instruction of all subordinates to thoroughly familiarize them with its provisions.

By order of,
LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 11-70 HEADQUARTERS April 14, 19 70

SUBJECT: ARREST AND BOOKING PROCEDURES IN CIVIL DISORDERS AND RIOTS

TO THE MEMBERS OF THE DEPARTMENT

During riot and civil disturbances when arrests are made it is essential that the prisoner be booked to the officers who actually initiated the arrest action.

It shall be the responsibility of transporting officers to obtain the names and rank or badge number of the arresting officers in addition to the nature and details of each offense.

No circumstances of turmoil or confusion shall excuse any failure to secure the information, and in its absence, the transporting officers shall bear the legal responsibility of the arrest and prosecution which will then be charged to them.

Departmental policy continues to require total restraint in face of verbal abuse, an amount and type of force that does not exceed the minimum amount necessary to effect an arrest or overcome an assailant, and arrests for clear-cut violations of the law as they become necessary to protect life and property or to restore order.

As outlined in Training Bulletin 82.53, Paragraphs 41-46, the following additional procedures shall prevail:

1. Complainants and witnesses shall be identified and named in the affidavit.

Sgt. Draney

- 2909.26 No person shall enter without legal justification upon the premises of another during a public emergency arising out of riot, insurrection, invasion, storm, flood, or other disaster, or when such premises are damaged by reason of vandalism, riot, insurrection, invasion, fire, explosion, callapse, storm, flood, or other calamity. Whoever violates this section is guilty of trespass upon damaged premises, and shall be fined not more than five hundred dollars or imprisoned not more than six months, or both.
- 2917.211 No person shall trespass, loiter, or remain in the building or upon the grounds of any school, in violation of the rules and regulations of the board of education or other authority of the school district in which such school is located. Whoever violates this section shall be fined not more than ten dollars or imprisoned not more than ten days, or both.
- 2917.45 No person, either alone or in company with others, shall appear on any street or highway, or in other public places or any place open to view by the general public, with his face partially or completely concealed by means of a mask or other regalia or paraphernalia, with intent thereby to conceal his identity. Section does not cover concealment in good faith for the purpose of amusement or entertainment. Whoever violates this section shall be fined not more than one thousand dollars or imprisoned not more than six months, or both.
- 2921.05 No person shall contemptuously print, paint or place a word, figure, mark, picture, or design, upon a flag, standard, color, or ensign of the United States or this state, or cause it to be done, or expose or cause to be exposed, such flag, standard, color, or ensign upon which is printed, painted, or placed, or to which is attached or appended a word, or figure, mark, picture, or design. No person shall manufacture or have in his possession an article of merchandise upon which is placed or attached a contemptuous representation of such flag, standard, color, or ensign, or publicly mutilate, burn, destroy, defile, deface, trample upon, or otherwise cast contempt upon such flag, standard, color, or ensign. Whoever violates this section shall be fined not less than one hundred dollars nor more than one thousand dollars or imprisoned not less than thirty days nor more than one year, or both.
- 2923.43 No person shall willfully obstruct, impede, or hamper in any way the lawful operations of the sheriffs, policemen, or other law enforcement officers, or firemen, rescue personnel, medical personnel, or other authorized persons, at the scene of fires, accidents, disasters, or emergencies of any kind, and no person shall willfully fail to obey the lawful orders of sheriffs, policemen, or other law enforcement officers, engaged in the performance of their duties at the scene of or in connection with fires, accidents, disasters, or emergencies of any kind. Whoever violates this section shall be fined not less than fifty dollars nor more than five hundred dollars, or imprisoned in the county jail or workhouse not less than thirty days nor more than six months, or both. Section does not apply to the news media in the lawful exercise of their duties.

The following laws supplement those listed under paragraph 45, training bulletin 82.53, issued for the purpose of instructing officers in mob control techniques.

- 2901.251 No person shall willfully and maliciously throw, or by other means propel, a stone or other hard substance at or towards any person. Whoever violates this section shall be fined not less than ten dollars nor more than five hundred dollars or imprisoned in the county jail not more than six months, or both.
- 2901.252 A. No person shall knowingly assault and strike or wound a law enforcement officer or fireman in the lawful performance of his official duties.
 B. No person shall knowingly assault and strike or wound a law enforcement, officer, fireman, or member of the organized militia or armed forces of the United States, in the lawful performance of his official duties during a riot.
 C. Whoever violates division (A) of this section shall be fined not more than one thousand dollars and imprisoned not less than fifteen days nor more than one year, and no court shall suspend the first five days of the sentence of imprisonment. Whoever violates division (B) of this section shall be fined not more than one thousand dollars and imprisoned not less than thirty days nor more than one year, or imprisoned not less than one year nor more than three years, and no court shall suspend the first thirty days of such sentence of imprisonment. When the badge of a uniformed officer engaged in riot control is obscured, such officer shall display some other individually identifying marking.
- 2907.021 No person shall possess the materials for the manufacture of fire bombs with the intention of using such materials for the manufacture of fire bombs.
 No person shall manufacture, distribute, possess or use fire bombs. A fire bomb means a container containing gasoline, kerosene, fuel oil, or similar substance with a flash point of one hundred seventy degrees fahrenheit or less, having a wick or other device capable of igniting such liquid. Whoever violates this section shall be imprisoned not less than one year nor more than five years.
- 2907.08 No person shall maliciously, with intent to cause damage or injury to persons or public or private property, tamper with, destroy, cut, smash, or in any way interfere with communication equipment, electrical wiring, devices, or equipment, or gas, natural or otherwise, or water mains, lines, fire hydrants, reservoirs, or storage tanks. Whoever violates this section shall be fined not more than ten thousand dollars or imprisoned not less than one nor more than twenty years, or both.
- 2909.12 No person shall willfully and maliciously throw a stone or other hard substance or shoot a missile at or from a railway car, train, locomotive, cable car, or street railway car, trolley bus, motor bus, or other motor vehicle, or at or from a steam vessel or watercraft on any of the waters within or bordering on this state. Whoever violates this section shall be fined not less than fifty nor more than five hundred dollars or imprisoned in the county jail not more than six months, or both.

2923.55 Police officers, special police officers, sheriffs, deputy sheriffs, highway patrolmen, other law enforcement officers, members or the organized militia, members of the armed forces of the United States, and firemen, when engaged in suppressing a riot or in dispersing or apprehending rioters and after an order to desist and disperse has been issued pursuant to section 2923.51 of the Revised Code, are quiltless for killing, maiming, or injuring a rioter as a consequence of the use of such force as is necessary and proper to suppress the riot or disperse or apprehend rioters. This section does not relieve a member of the armed forces of the United States or organized militia from prosecution by court-martial for a military offense.

3761.16 The chief administrative officer of a political subdivision with police powers, when engaged in suppressing a riot, or when there is a clear and present danger of a riot,

- A. may cordon off any area or areas threatened by such riot and prohibit persons from entering such area or areas except when carrying on necessary and legitimate pursuits,
- B. and may prohibit the sale, offering for sale, dispensing, or transportation of firearms or other dangerous weapons, ammunition, dynamite, or other dangerous explosives in, to, or from such areas.
- C. No person shall willfully fail to obey a lawful order of any sheriff, municipal police officer, or other officer, given pursuant to this section.

Whoever violates this section shall be fined not more than five hundred dollars or imprisoned not less than thirty days nor more than one year, or both.

3761.13 to 3761.15 Repealed. See now 2923.51 to 2923.55.

2909.09 VANDALISM

No Person shall maliciously injure or deface a church ediface, schoolhouse, library, tombstone or other cemetary property, dwelling house, or other building, its fixtures, books, or appurtances, or commit a nuisance therein, or purposely and maliciously commit a trespass upon the enclosed grounds attached thereto or fixtures placed thereon, or an enclosure or side-walk about such grounds.

Whoever violates this section shall be fined not more than five hundred dollars or imprisoned for not more than one year, or both.

4511.02 COMPLIANCE WITH ORDER OF POLICE OFFICER

No person shall fail to comply with any lawful order or direction of any police officer invested with authority to direct, control, or regulate traffic.

No person shall operate a motor vehicle so as to willfully elude or flee a police officer after receiving a visible or audible signal from a police officer to bring his motor vehicle to a stop.

THE ABOVE TWO SECTIONS UP-DATE THE SECTIONS IN PARAGRAPH 45 of 82.53

2923.51 Where five or more persons are engaged in violent or tumultuous conduct which creates a clear and present danger to the safety of persons or property, a law enforcement officer, or commissioned officer of the organized militia or armed forces of the United States called to duty to protect against domestic violence, shall forthwith upon view, or as soon as may be on information, and unless prevented by such persons, order such persons to desist and disperse to their several homes or lawful employment. Such order shall be given by such means and as often as necessary to reasonably insure that it is heard, unless the giving or hearing of such order is prevented by such persons. Whoever refuses or knowingly fails to obey such order shall be fined not more than fifty dollars.

2923.52 Second degree riot.

No person shall participate with four or more others in violent or tumultuous conduct;
to do a lawful act with unlawful force and violence in such a manner as to create a clear and present danger to the safety of persons or property;
 B. With intent to prevent or coerce official action, or to hinder, impede, or obstruct a function of government;
 C. With intent to commit or facilitate the commission of a misdemeanor.

Whoever violates this section is guilty of riot in the second degree, and shall be fined not more than one thousand dollars or imprisoned not more than one year, or both.

2923.53 First degree riot.

No person shall participate with four or more others in violent or tumultuous conduct;
 A. With intent to commit or facilitate the commission of a felony;
 B. With intent to commit or facilitate the commission of any offense involving force or violence against persons, whether such offense is a misdemeanor or felony;
 C. When the actor or any participant to the knowledge of the actor uses or intends to use a firearm or other deadly weapon, or dynamite or other dangerous explosive, or any incendiary device.

Whoever violates this section is guilty of riot in the first degree, and shall be fined not more than one thousand dollars or imprisoned not more than one year, or both, or shall be imprisoned not less than one year nor more than three years.

2923.54 No person shall purposely or knowingly urge, incite, or encourage another to riot in violation of section 2923.53 of the Revised Code, when such conduct proximately results in the commission of such offense, or is under circumstances which produce a clear and present danger that any such offense will be committed. Whoever violates this section is guilty of inciting to riot, and shall be fined not more than one thousand dollars or imprisoned not more than one year, or both, or shall be imprisoned not less than one nor more than three years.



2923.41 DISTURBING THE PEACE; PENALTIES

No person shall, after a request to desist, make, continue or cause to be made by the use of any horn, bell, radio, loudspeaker, or by the operation of any instrument or device, any unreasonable loud, disturbing, and unnecessary noise or noises of such character intensity and duration as to disturb the peace and quiet of the community, or to be detrimental to the life and health of any individual, and no person shall willfully conduct himself in a noisy, boisterous or other disorderly manner by either words or acts which disturb the good order and quiet of the community. Any person so offending shall be fined for each offense not less than ten dollars nor more than fifty dollars.

2923.42 GIVING FALSE INFORMATION TO OFFICIALS

No person shall knowingly give or assist in giving a false or fictitious call or report to the state highway patrol or to any police department, fire department, sheriff, constable, or other law enforcement officer, or to any person dispatching or operating an ambulance or other emergency vehicle with intent to mislead, misdirect, or improperly summon said officer or person.

No person shall knowingly give a false or fictitious call or report to school officials or other persons in charge of locations where groups of persons assemble when the nature of such false or fictitious call or report results in a law enforcement action.

Whoever violates this section shall be fined not more than one thousand dollars or imprisoned for not more than one year, or both.

2923.43 Interfering at scene of fire, accident, or other disaster.

No person shall willfully obstruct, impede, or hamper in any way the lawful operations of sheriffs, policemen, or other law enforcement officers, or firemen, rescue personnel, medical personnel, or other authorized persons, at the scene of fires, accidents, disasters, or emergencies of any kind, and no person shall willfully fail to obey the lawful orders of sheriffs, policemen, or other law enforcement officers, engaged in the performance of their duties at the scene of or in connection with fires, accidents, disasters, or emergencies of any kind.

Whoever violates this section shall be fined not less than fifty nor more than five hundred dollars, or imprisoned in a county jail or workhouse not less than thirty days nor more than six months, or both. Nothing in this section shall be construed to limit access or deny information to any news media representatives in the lawful exercise of their duties. (132 v H 332. Eff. 11-3-67)

2923.51 Dispersing of riotous group.

Where five or more persons are engaged in violent or tumultuous conduct which creates a clear and present danger to the safety of persons or property, a law enforcement officer, or commissioned officer of the organized militia or armed forces of the United States called to duty to protect against domestic violence, shall, forthwith upon view or as soon as may be on information, and unless prevented by such persons, order such persons to desist and disperse to their several homes or lawful employments. Such order shall be given by such means and as often as necessary to reasonably insure that it is heard, unless the giving or hearing of such order is prevented by such persons. Whoever refuses or knowingly fails to obey such order shall be fined not more than fifty dollars. (132 v H 996. Eff. 6-13-68)

Annotations from former analogous section

EC 3761.13

Helping to Cool the Long Hot Summers, Frederick Bernays

Wiener. 53 Am Bar Assn Jour 713 (1967).

A municipal ordinance which forbids anyone from making "himself a part of any noisy, boisterous or disorderly assemblage of persons, countenancing the same by his presence, which annoys the inhabitants of the city, or any portion thereof," constitutes an unreasonable infringement on the right of free assembly as guaranteed by the U.S. Constitution, Am I, and Ohio Const Art I, § 2. Cleveland v Anderson, 13 App(2d) 83, 234 NE(2d) 304 (1968).

EC 3761.14

Any police officer called upon to help suppress a riot would be performing an official duty and would be eligible for pension or disability payments under the terms and provisions of the police and firemen's disability and pension fund; in the unlikely event that it was found reasonable and necessary so to call upon an entire police agency, all police officers responding would be under such coverage. OAG 66-179.

2923.52 Riot, second degree.

No person shall participate with four or more others in violent and tumultuous conduct:

(A) With intent to do a lawful act with unlawful force and violence in such a manner as to create a clear and present danger to the safety of persons or property;

(B) With intent to prevent or coerce official action, or to hinder, impede, or obstruct a function of government;

(C) With intent to commit or facilitate the commission of a misdemeanor.

Whoever violates this section is guilty of riot in the second degree, and shall be fined not more than one thousand dollars or imprisoned not more than one year, or both. (132 v H 996. Eff. 6-13-68)

2923.53 Riot, first degree.

No person shall participate with four or more others in violent or tumultuous conduct:

(A) With intent to commit or facilitate the commission of a felony;

(B) With intent to commit or facilitate the commission of any offense involving force or violence against persons, whether such offense is a misdemeanor or felony;

(C) When the actor or any participant to the knowledge of the actor uses or intends to use a firearm or other deadly weapon, or dynamite or other dangerous explosive, or any incendiary device.

Whoever violates this section is guilty of riot in the first degree, and shall be fined not more than one thousand dollars or imprisoned not more than one year, or both, or shall be imprisoned not less than one nor more than three years. (132 v H 996. Eff. 6-13-68)

2923.54 Inciting to riot.

No person shall purposely or knowingly urge, incite, or encourage another to riot in violation of section 2923.53 of the Revised Code, when such conduct proximately results in the commission of any such offense, or is under circumstances which produce a clear and present danger that any such offense will be committed.

Whoever violates this section is guilty of inciting to riot, and shall be fined not more than one thousand dollars or imprisoned not more than one year, or both, or shall be imprisoned not less than one nor more than three years. (132 v H 996. Eff. 6-13-68)

2923.55 Liability of law enforcement officer for use of force during riot.

Police officers, special police officers, sheriffs, deputy sheriffs, highway patrolmen, other law enforcement officers, members of the organized militia, members of the armed forces of the United States, and firemen, when engaged in suppressing a riot or in dispersing or apprehending rioters and after an order to desist and disperse has been issued pursuant to section 2923.51 of the Re-

vised Code, are guiltless for killing, maiming, or injuring a rioter as a consequence of the use of such force as is necessary and proper to suppress the riot or disperse or apprehend rioters. This section does not relieve a member of the organized militia or armed forces of the United States from prosecution by court-martial for a military offense. (132 v H 996. Eff. 6-13-68)

GENERAL POLICE ORDER

No. 10-70 HEADQUARTERS April 14, 19 70

SUBJECT: AMENDMENT TO TRAINING BULLETIN 82.53 -
"RIOT FORMATIONS AND MOB HANDLING
TECHNIQUES" EFFECTIVE UNDER DN 64-56
(May 1, 1964)

TO THE MEMBERS OF THE DEPARTMENT

Recent legislation has necessitated changes in Training Bulletin 82.53, Section 45 which lists the statutes and ordinances applicable to riots and unlawful assemblies.

Training Bulletin 20 contains all new legislation and the statutes which have been amended and repealed.

Each member shall receive a copy which he shall permanently retain for future reference.

Commanding Officers shall assure distribution to each member in their command.

Copies of the changes have been forwarded to each Administrative Unit as an integral part of this order.

By order of,

LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 9-70 HEADQUARTERS April 3, 19 70

SUBJECT: ENFORCEMENT OF SECTION 9.0936 (KEYS
LEFT IN CARS)

- 2 -

Violations of Section 9.0936 are subject to a waiver such as in other non-moving traffic violations under authority of Section MC. . 9.3704.

This order is to be read at roll call for the next 3 days.

By order of,

STEVE SZERETO, INSPECTOR
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 8-70 HEADQUARTERS March 30, 1970

SUBJECT : ON DUTY INJURY REPORTS

- 2 -

occurs while engaged in outside employment and is not the responsibility of the City of Cleveland, he shall so indicate to the hospital.

If this procedure is followed, it will expedite payment and will eliminate a great deal of confusion.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 9-70 HEADQUARTERS April 3, 1970

SUBJECT: ENFORCEMENT OF SECTION 9.0936 (KEYS
LEFT IN CARS)

TO THE MEMBERS OF THE DEPARTMENT

Section 9.0936 of the Traffic Code of the City of Cleveland makes it an offense punishable by a fine of not more than \$25.00 to leave a car on the streets with the ignition unlocked or to leave the keys in the car.

Therefore, all members of the department, irrespective of their assignments - Detective Division, Traffic, Patrol Division, Civilian Dress Detail, Juvenile, Community Relations, etc., will, whenever possible, make observation of vehicles parked on the streets or public places and where ignition keys are found in the ignition lock, or in the case of those cars where the key can be removed and the ignition switch can be used to start the motor, they will remove the key when it is left in the car, place a traffic citation ticket on the car, citing a violation of M. C. 9.0936 and note on this citation that the operator can recover the key at the District Headquarters of the District in which the violation occurs.

The officer will, without delay, take such key to that District Headquarters and place a tag on it listing the make, style, and license number of the car, as well as the location, time, and date where the violation took place.

GENERAL POLICE ORDER

No. 8-70 HEADQUARTERS March 30, 70
18

SUBJECT: ON DUTY INJURY REPORTS

TO THE MEMBERS OF THE DEPARTMENT

The following procedure is to be adopted immediately concerning proper procedure when an employee of this department is injured while on duty.

The injury must be reported promptly regardless of the extent of the injury.

The officer or supervisor must immediately fill out an E. A. C. -3 Form and forward it without any undue delay. All other necessary reports can be forwarded at a later date.

When it is necessary to consult a private physician, he must give the physician the following information:

Date of Injury
Nature of Injury (part of the body)
Identification Number, if he has one

The physician must forward this information, together with his fee, to Mr. Ben Himmel, Room 121, City Hall.

If an employee is treated for an injury at a hospital for an on duty injury, he shall so state. However, if the injury

(CONTINUED)

GENERAL POLICE ORDER

No. 7-70 HEADQUARTERS March 13 19 70

SUBJECT AUTO THEFT (VALUABLE CARGO) REPORTING
PROCEDURES SUPPLEMENT

TO THE MEMBERS OF THE DEPARTMENT

Supplemental to GPO 14-58 and 30-65, the following Auto Theft Reporting Procedures shall become effective March 14, 1970.

When an automobile or truck contains valuable personal property or cargo, other than accessories, the title of the RC-1 report shall be AUTO THEFT (Valuable Cargo). In reporting property values on the RC-1 report, the provisions of GPO 13-64 shall be followed, i.e., the vehicle and any property that it contained shall be assembled into groups and evaluated separately, followed by a total value for the aggregate of all groups.

Record clerks engaged in the preparation of the daily brevity for the Chief of Police and other Command Officers shall include such Auto Theft - (Valuable Cargo) reports in the daily brevity, indicating the value and the type of valuable cargo involved.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

*Rec.
GPO-31-72*

GENERAL POLICE ORDER

No. 6-70 HEADQUARTERS March 6 70
19

SUBJECT : TRAFFIC ENFORCEMENT

- 2 -

Members on vehicular patrol must take action on violations which they observe while enroute to or engaged in nonemergency assignments and activities, whenever possible. Often the dangerous types of violations are seen under these circumstances. These cannot be ignored lest motorists acquire the notion that they can often violate without fear of apprehension by a passing and otherwise occupied Police Vehicle.

Increased random enforcement action of this kind should serve as the greatest violation deterrent and accident preventive measure.

The duties of Zone Patrol officers include traffic enforcement and an increase of this activity must be demonstrated by positive daily results by every car.

Commanding Officers and Supervisory Officers shall be responsible for increased productivity, through observation and examination of daily duty reports, taking whatever action is necessary.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 6-70 HEADQUARTERS March 6 1970

SUBJECT: TRAFFIC ENFORCEMENT

TO THE MEMBERS OF THE DEPARTMENT

The continuing high and increasing traffic accident fatality rate and the general disregard of the traffic laws which results in accidents of all types mandate increased enforcement activity.

The Traffic Division, and more importantly the Division of Basic Patrol, must exert greater effort in the citation and arrest of violators.

While none should be excluded, enforcement, activity must be concentrated upon violations of speed, failure to yield to vehicles and failure to yield to pedestrians, particularly at intersections and by motorists making turns, as well as change of course violations and intoxicated and reckless drivers.

Common violations involving trucks over 7,000 pounds whose drivers illegally operate along Through Highways other than in the curb lane, often several abreast, and parking violations of all types shall also be enforced.

- Continued -

GENERAL POLICE ORDER

No. 5-70 HEADQUARTERS February 20, 70
19
SUBJECT: OFFICER OF THE DAY

- 2 -

matters be called to their attention during such tours of duty. The Officer of the Day shall include in his daily duty report a log of all such incidents. District Commanders detailed to the assignment as Officer of the Day shall use their respective District Stations as their Headquarters and command their own districts during such tours of duty unless their presence is required elsewhere as Commanding Officer of the Department.

The Officer of the Day shall notify police radio at the start and conclusion of his tour of duty. Before reporting off duty, he shall first confer with the Officer of the Day reporting on duty and shall advise him of all major police matters occurring during his tour of duty.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 5-70 HEADQUARTERS February 20, 70
18

SUBJECT: OFFICER OF THE DAY

Effective immediately there shall be an Officer of the Day, of the rank of Deputy Inspector or above, on duty 24 hours a day, seven days a week, who will be in command of the entire department. The Chief of Police or his designate will assume these duties during the normal hours that the Chief's Office is open. The Commanding Officer of the Bureau of Basic Patrol shall arrange for detailing these tours of duty as Officer of the Day to the ranking officers under his control during the other hours of the day and week that the Chief's Office is not open for normal police business.

It shall be the duty of police radio and Superior Officers to notify the Officer of the Day of all police matters of major importance involving on duty or off duty members of this department, major crimes, missing juveniles, crimes involving prominent persons, disorders, disasters, and other police incidents of a serious nature. It is the responsibility of the Officer of the Day to take command of all such serious police incidents and to ascertain that all necessary police action and procedures are put into effect.

Where conditions warrant, the Officer of the Day shall personally report to the scene of the police incident and assume command. The Officer of the Day will notify the Director of Public Safety and the Chief of Police of major police incidents, when it appears urgent that such

(CONTINUED)

*Rec'd
P9 45-7*

GENERAL POLICE ORDER

No. 4-70 HEADQUARTERS February 20, 70
19

SUBJECT: NEW PROCEDURES FOR MEMBERS ATTENDING
SCHOOLS AT CITY EXPENSE

- 4 -

Members who complete courses or seminars at the Department's request shall still be required to submit a Form # 1 report within 5 days; containing an accounting of expenses and requesting reimbursement, together with all original expense receipts.

Evaluation reports as required by GPO 10-69 shall continue to be made.

The following Orders and Notices are hereby rescinded:

GPO 4-69 DN 69-57
GPO 28-69 DN 68-240

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-70 HEADQUARTERS February 20, 1970

SUBJECT: NEW PROCEDURES FOR MEMBERS ATTENDING
SCHOOLS AT CITY EXPENSE

- 3-

Administrative needs require the following information in these reports:

- (1) Name of College or School
- (2) Title of Course, Seminar or Conference
- (3) Dates, Term or Quarter involved
- (4) Cost of Tuition and an account of other expenses, if any.
- (5) Whether attendance is requested during on duty or off duty hours.
- (6) The Commanding Officer's recommendation as to whether he approves and whether attendance during either on duty or off duty time is most feasible and proper. Manpower needs, any conflict between work and school schedules, the location of the school, and the type of course shall all be considered.

Eg: Attendance at CCC or CSU for several classes a week must on off duty time.

A local seminar of several days duration at the member's request should be attended on his own time.

A full time course or seminar at the request of the Department would be attended on City time.

(CONTINUED)

GENERAL POLICE ORDER

No. 4-70 HEADQUARTERS February 20, 70

SUBJECT NEW PROCEDURES FOR MEMBERS ATTENDING
SCHOOLS AT CITY EXPENSE

- 2 -

on file at the Chief's Office for this purpose.

Reimbursement for tuition fees for accredited college courses shall require attainment of at least a "C" grade.

No other request for reimbursement shall be required in these cases.

The new forms shall be available at the personnel desk in the Chief's Office.

The foregoing procedures shall not apply to members who are sent to schools, conferences, seminars and meetings as a duty assignment necessary to the function and improvement of the Department.

Nor shall they apply to schools and seminars which are attended under L. E. A. A. or other grants at no cost to the city.

In all cases, however, whether attendance at the course is initiated by the member's request or by the Department, a Form # 1 report shall also be completed at the time of the request.

(CONTINUED)

GENERAL POLICE ORDER

No. 4-70

HEADQUARTERS February 20, 1970

SUBJECT: NEW PROCEDURE FOR MEMBERS ATTENDING SCHOOLS AT CITY EXPENSE

TO THE MEMBERS OF THE DEPARTMENT

Two new forms must be used by members who initiate requests to attend colleges and other schools or seminars at city expense.

- (1) Application Form C of C 3-55-69 which is prepared in sets of 4 copies shall be completed and forwarded to the Safety Director's office at least 3 weeks prior to the opening date of the course.

If certified by the Commissioner of Accounts as being within the \$200.00 maximum annual allowance, and approved by the Director of Public Safety, the application will be returned to the Chief's Office and the employee's copy forwarded to him as his notification of such approval.

- (2) Within 5 days after completion of the course the "Request for Tuition Reimbursement" Form #7-12-69 shall be completed by the member and forwarded to the Chief's Office along with a copy of his grade report and the original receipts for tuition payment.

These will then be forwarded to the Director's Office along with the copies of the original application (forms 3-55-69) which will have been kept

(CONTINUED)

GENERAL POLICE ORDER

No. 3-70 HEADQUARTERS February 17, 1970

SUBJECT: SUPPLEMENTAL SICK LEAVE PROCEDURES

- 2 -

- (3) Order him to submit a Form # 1 report, explaining his earlier failure to report.

In cases of illness and minor injuries while on duty, the member shall promptly notify his Superior Officer and report to the Medical Bureau, if it is open. Thereafter, the preceding sick leave procedures shall apply.

Commanding Officers shall cause random checks by a Superior Officer at the homes of all members on sick leave, particularly at those times when the Medical Bureau is not open.

Commanding Officers shall, also, periodically review cases of chronic absentees, personally interviewing them, for the purpose of determining the possible causes, including the effect of off-duty activities.

Originals and two copies of all reports shall be forwarded to the Chief's Office.

Commanding Officers shall cause compliance with the provisions of this order, related procedural orders and new Rule 32. Disciplinary action in the form of Departmental Charges shall be initiated for any willful violations.

By order of,
LEWIS WM. COFFEY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 3-70 HEADQUARTERS February 17, 70 1970

**SUBJECT: SUPPLEMENTAL SICK LEAVE PROCEDURES
TO THE MEMBERS OF THE DEPARTMENT**

The following supplemental Sick Leave procedures shall become effective February 18, 1970:

Any member absenting himself from duty due to illness or injury shall:

- (1) Notify the Officer in Charge of the Unit to which he is assigned, prior to the commencement of his tour of duty.
- (2) Report in person to the Medical Bureau at the next sick call.

If physically unable to report, he shall communicate by telephone with the Chief Medical Director, or a staff physician, between 8:00 A.M. and 10:00 A.M. on the day he is to report.

He shall, then, further contact or report to the Medical Bureau as ordered by the Chief Medical Director or assistant physician.

If the member, who has so absented himself, fails to either telephone or appear at Sick Call, the Medical Bureau shall notify the Superior Officer in Charge of his Unit. The Officer in Charge shall then cause a Superior Officer of the member's residing or nearest District to visit his place of residence. This Superior Officer shall:

- (1) Determine the reason for his failure to report to the Medical Bureau.
- (2) Order him to report to the Medical Bureau at the next Sick Call.

(CONTINUED)

GENERAL POLICE ORDER

No. 2-70 HEADQUARTERS February 13, 1970

SUBJECT: COLOR PHOTOGRAPHS OF ASSAULTED OR
INJURED MEMBERS

TO THE MEMBERS OF THE DEPARTMENT

Whenever any member of this department is assaulted or injured during the performance of duties, such member shall have color photographs taken of the injuries.

The injured member shall report to the Photo Unit at 9:00 AM on the day after receiving the injuries. In the event the member is incapacitated by the injuries, the Photo Unit shall be notified by the investigating Superior Officer and a member of that unit shall be dispatched to take the color photographs.

By order of,

LEWIS WM. COFFEY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 1-70 HEADQUARTERS January 28, 19 70

SUBJECT: ACCUMULATED OVERTIME

TO THE MEMBERS OF THE DEPARTMENT

Because they worked extra hours when the City required their services, many members of the Department have accumulated large amounts of overtime.

It is only fitting that, when conditions permit it, these members be allowed to use up some of said accumulated overtime.

Therefore, the Commanding Officers of Districts, Bureaus and Units shall make suitable arrangements for the granting of overtime to members entitled to same.

It goes without saying, the Commanding Officers shall use sound discretion in the granting of said overtime. We must bear in mind that our primary responsibility is to provide adequate police protection for the public.

By order of,

WILLIAM P. ELLENBURG
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 23-64

HEADQUARTERS December 1, 1964

SUBJECT: PAYMENT OF MEDICAL EXPENSES FOR SERVICE INCURRED
DISABILITIES

Albert C. Wallace, Inspector,
Executive Officer.

Any member of this department who becomes disabled or injured while in the performance of his duties, who selects his own physician or surgeon for the treatment of such disability or injury, other than those provided or recommended by the surgeon of police, will be personally obligated to pay for such fees.

No exceptions will be made without the express approval of the surgeon of police.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

Rec'd 9/10 1-5

GENERAL POLICE ORDER

NO. 22-64 HEADQUARTERS October 30, 19 64

SUBJECT: DIVISION OF DETENTION

- 2 -

Whenever any prisoner is booked, whether adult or juvenile, the Warrant and Suspect Unit shall promptly be notified and a Want Search made before the release of the prisoner.

A detailed explanation of the procedures, which shall be considered a part and parcel of this order will be distributed to all members.

Each member of the department is to receive a copy of this instruction sheet which shall be combined with his Manual of Rules and Regulations governing the Division of Police. Each officer will be issued a copy of this order and will sign a payroll sheet upon receipt of his copy.

By order of

RICHARD R. WAGNER
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 21-64

HEADQUARTERS October 20, 1964

SUBJECT: OFF DUTY TRAFFIC ACCIDENTS

Albert C. Wallace, Inspector,
Executive Officer.

Members of the department involved in an off duty traffic accident shall make a written report stating full particulars of the accident.

All such off duty traffic accidents shall be investigated by a superior officer of the district in which the accident occurs, who shall forward a written report containing the results of his investigation. This report shall state that he has examined the original traffic accident report facts as determined by him through his investigation. Any variance or conflict of statements shall be explained.

All reports, including the Traffic Accident Report Form 1-B, shall be forwarded without unnecessary delay to the Accident Investigation Unit for distribution.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 20-64 HEADQUARTERS October 20, 1964

INSPECTION AND ORDERING OF WINTER AND SUMMER
SUBJECT: UNIFORMS AND ACCESSORIES

Albert C. Wallace, Inspector,
Executive Officer.

Sir:

The inspection of uniforms worn by officers and members shall be conducted once annually in the month of October of each year, at which time both summer and winter uniforms shall be inspected.

This inspection shall be personally supervised by the Commanding Officer of the District or Bureau to which the members are assigned, and these officers will be charged with the responsibility of seeing that all members have serviceable uniforms and they shall be required to order new uniforms only when the need for them exists. If a member has a uniform or part of uniform, either summer or winter, which is in good condition and serviceable he is not to be permitted to order another uniform or part of uniform unless at his own personal expense. The supply of uniforms by the Department of Public Safety is to be based on need only and not on the desire of any member for additional uniforms.

Each member shall be required to have one long uniform overcoat; and if he already has a long overcoat, he may be permitted to order a short overcoat and shall not be permitted to order more than one additional long or short overcoat in a three year period thereafter.

Members shall also be required to have the regulation summer uniform consisting of blouse and trousers; and if

(CONTINUED)

GENERAL POLICE ORDER

No. 18-64

HEADQUARTERS September 15, 1964

SUBJECT: PRE-PUNCHED IBM TRAFFIC CITATIONS AND PARKING TICKETS

Albert C. Wallace, Inspector,
Executive Officer.

Effective 12:01 A.M., Thursday, September 17, 1964, pre-punched IBM Moving Traffic Citation Books and Parking Violation Books will replace those presently in use.

A detailed instruction sheet has been prepared and is being issued as an integral part of this General Police Order (18-64) and is to be so regarded in its entirety. It shall be included in the official binder of General Orders of each command.

Each member of the department is to receive a copy of this instruction sheet which shall be combined with his Manual of Rules and Regulations governing the Division of Police. Sufficient copies are being forwarded to each command. Each officer will be issued a copy of this order prior to Wednesday, September 16, 1964, and will sign a payroll sheet upon receipt of this copy.

Moving Citation Books and Parking Violation Books currently in use shall be turned in to the district or unit at the end of the tour of duty on Wednesday, September 16, 1964. These discontinued books shall then be forwarded to the Storeroom no later than September 21, 1964.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

*Rescinded
by P.O. 8-67
Gen. By 2/10
29-68*

GENERAL POLICE ORDER

No. 17-64

HEADQUARTERS September 9, 1964

SUBJECT: OUTSIDE EMPLOYMENT

Albert C. Wallace, Inspector,
Executive Officer.

Officers and members of this department, having permission to engage in outside employment in uniform, shall govern themselves in strict accordance with all Rules and Regulations of the Division of Police dealing with person conduct which are applicable.

In all instances officers and members so employed shall cooperate immediately with any request of a regularly assigned officer to enforce laws or ordinances or to quell any disturbance. They shall comply with any lawful order given by a superior or commanding officer.

Failure to comply with any of these orders shall automatically terminate such permission to engage in outside employment.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 16-64 HEADQUARTERS July 15, 64 18

SUBJECT: WARRANT AND SUSPECT UNIT

Albert C. Wallace, Inspector,
Executive Officer.

There is hereby established a Warrant and Suspect Unit which shall be in the Bureau of Technical Services and located in the Record Room, Room 104.

All warrants and subpoenas shall be directed to and processed in the Warrant and Suspect Unit instead of the Property Room as in the past.

Traffic warrants shall also be filed in the Warrant and Suspect Unit instead of the Traffic Division and the Traffic Warrant Squad shall be incorporated into the Warrant and Suspect Unit.

The Registered Warrant and Suspect File, presently in the Detective Bureau shall be relocated in the Warrant and Suspect Unit.

Inquiries regarding warrants outstanding or suspects wanted shall be directed to the Warrant and Suspect Unit:

Police Extension 227 or outside coin return
line MAIN 1-9993.

A detailed explanation of the procedures, which shall be considered a part and parcel of this order, is being printed; and copies will be distributed to all members at a later time.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 15-64 HEADQUARTERS July 7, 1964

SUBJECT: VEHICLE PROCESSING FORM CC 71-1081

Albert C. Wallace, Inspector,
Executive Officer.

The new Vehicle Processing Form CC 71-1081 is now available and shall henceforth be used when vehicles are towed in for processing by the S.I.U.

Whenever a vehicle is picked up on the street, which officers believe should be processed by the Scientific Identification Unit, they shall notify the S.I.U. and call for a police tow truck as in the past.

Copies of the new form will be carried on the police tow trucks and will also be available at the district stations. Upon arrival of the tow truck, officers shall fill out the form in duplicate.

The copy shall be placed on the vehicle to be processed and remain on the vehicle. The original shall be turned over to the officer in charge of the 2nd District station where vehicles are presently being taken for processing. The officer in charge of the station shall retain this form until the vehicle is processed and disposed of.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 13-64

HEADQUARTERS June 9, 1964

SUBJECT: SUPPLEMENT TO G. O. 12-64

Inspector Albert C. Wallace,
Executive Officer.

In reference to General Police Order 12-64, issued June 5, 1964, relative to reporting procedures, "clothing" should be included as one of the items classified as a group.

Therefore items may only be classified in the following groups:

Currency, notes, etc.
Jewelry and precious metals
Furs
Clothing
Stolen autos
All other items

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

*Rec.
GPO 31-12*

GENERAL POLICE ORDER

No. 12-64

HEADQUARTERS

June 5, 1964

SUBJECT: REPORTING PROCEDURES; CHANGES TO ORIGINAL REPORT

Inspector Albert C. Wallace,
Executive Officer.

These reporting procedures are in addition to the ones set forth in Rule 77, G.O. 14-58, G.O. 26-59, G.O. 29-59 and G.O. 21-61.

When the title of a crime is changed, the crime cleared by arrest or otherwise, property recovered, additional property reported stolen, or the complaint is unfounded, this information shall be telephoned to the Report Center, using the original complaint number.

Clean-up reports will be made when the offender is known to the police and the victim will not prosecute. A clean-up will also be reported when the offender is arrested in connection with an offense but is charged with a lesser crime. (EXAMPLE: Arrested for Grand Larceny and charged with Petit Larceny.)

Should an offense be reported and the complaint later be discovered to have no basis in fact, the report will be changed to "Unfounded." The term "No Report" is no longer acceptable as a change to an original report.

In any report each item of property or group of items must be identified and given a dollar value. For Report Center purposes items may only be classed in groups as follows:

Currency, notes, etc.
Jewelry and precious metals
Furs
Stolen autos
All other items
(CONTINUED)

*Rec'd
GPO 12-64*

GENERAL POLICE ORDER

NO. 12-64

HEADQUARTERS June 5, 1964

SUBJECT: REPORTING PROCEDURES: CHANGES TO ORIGINAL REPORT

-2-

Describe each item in detail in the supplementary report. If no supplementary report is made, such as in a Petit Larceny investigation, describe the items of property in detail to the Report Center.

When additional property is reported stolen, it will be described by item or group with a dollar value for each; and the previous total and the new total with a statement "Not Previously Reported" shall be included.

When the value of property is to be reported later, it will be reported by item or approved group with a dollar value for each and a statement "Value Not Previously Reported."

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 11-64 HEADQUARTERS May 6, 1964

SUBJECT: FILING PROCEDURE IN JUVENILE COURT

Albert C. Wallace, Inspector,
Executive Officer.

Members of the department shall fill out one soft copy of the pink arrest card - Form 127 - for each person filled on in Juvenile Court for any offense except traffic. The receiving clerk at Juvenile Court will furnish this form from a supply on hand.

The completed forms will be forwarded by the Juvenile Court to the Detective Bureau for further processing.

By order of,
RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 10-64 HEADQUARTERS April 10, 1964

SUBJECT: NEW REPORTING TIME FOR ROLL CALL

Albert C. Wallace, Inspector,
Executive Officer.

In order to have uniformity and better zone coverage in the Basic Patrol and to simplify Radio Unit's dispatching of cars, the following procedure will govern the reporting times for roll calls at the six districts by uniformed personnel:

All ODD numbered cars are to report for the first roll call.

All EVEN numbered cars are to report for the second roll call.

Starting times by platoons as follows:

1st Platoon	7:00 A.M. and 8:00 A.M.
2nd Platoon	3:00 P.M. and 4:00 P.M.
3rd Platoon	11:00 P.M. and 12 midnight

Sector Officers are to report for duty thirty minutes before the roll call time to correct assignments, prepare teletype and other roll call material and to discuss pertinent police matters with superior officers reporting off duty.

Previous orders to the contrary are hereby rescinded.

By order of,
RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 9-64 HEADQUARTERS April 6, 1964

SUBJECT: RE-ORDERING OF PERSONAL IDENTIFICATION CARDS

Albert C. Wallace, Inspector,
Executive Officer.

All members of the department shall adhere to the following procedure when personal identification cards are being re-ordered.

A Form I report containing the name, rank or badge number, sex, height, weight, color of hair, color of eyes and birthdate shall be made by the member requesting a replacement. This report shall be delivered by the member, in person, to the General Records Unit where the member shall affix his signature to the new card and pay a fee of fifty (\$.50) cents.

There is no charge to members when promoted; however, members must pay for lost or mutilated card replacements.

These personal identification cards may be ordered at any time but they will be issued only three (3) times per year.

Personal identification cards are issued as part of equipment furnished by the police department and any loss, displacement or mutilation of this card must be reported as provided for in Rule # 82, as in the loss of any other equipment issued by the department.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. P-64 HEADQUARTERS April 3, 1964

SUBJECT: NEW SECTOR ZONE ASSIGNMENTS

Inspector Albert C. Wallace,
Executive Officer.

The following shall be the manner of assignment of zones to the sectors in the districts under the new zone patrol system:

1st DISTRICT

<u>Sector 1</u>	<u>Sector 2</u>
Zone 101	Zone 105
102	106
103	107
104	108
	109

2nd DISTRICT

<u>Sector 1</u>	<u>Sector 2</u>
Zone 201	Zone 205
202	206
203	207
204	208
	209

3rd DISTRICT

<u>Sector 1</u>	<u>Sector 2</u>
Zone 301	Zone 305
302	306
303	307
304	308
	309

4th DISTRICT

<u>Sector 1</u>	<u>Sector 2</u>
Zone 401	Zone 407
402	408
403	409
404	410
405	411
406	412

(CONTINUED)

GENERAL POLICE ORDER

No. 8-64 HEADQUARTERS April 3, 64
19

SUBJECT: NEW SECTOR ZONE ASSIGNMENTS

-2-

5th DISTRICT

<u>Sector 1</u>	<u>Sector 2</u>
Zone 501	Zone 504
502	505
503	506
508	507
509	510

6th DISTRICT

<u>Sector 1</u>	<u>Sector 2</u>
Zone 601	Zone 605
602	606
603	607
604	608
	609

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

7-64

March 31, 64

NO. _____ HEADQUARTERS. _____ 10 _____

NEW ZONE PATROL SYSTEM AND OPERATION OF STATION
SUBJECT: WAGONS AND MOBILE PATROLS

Inspector Albert C. Wallace,
Executive Officer.

At 12:01 A.M., April 1, 1964, the new zone patrol system will go into effect. Henceforth cars shall be dispatched and incidents shall be recorded according to the new zone patrol maps and street zone directories.

The following rules shall govern the operation of the station wagons and mobile patrols:

STATION WAGONS

1. In addition to their usual duties, station wagons shall be used to transport injured persons, sick persons and prisoners, except that not more than three shall be carried at any one time.
2. When a report is required, the crew transporting the injured person shall make it, except:
 - (a) In non-fatal traffic accident cases, an A.I.U. car shall be dispatched to make the investigation and report.
 - (b) Where serious crimes are involved, an additional unit shall be dispatched to make the investigation and report. The first unit on the scene shall transport the injured person to the hospital irrespective of zone assigned.
3. When prisoners are detained in the station wagon, one

(CONTINUED)

GENERAL POLICE ORDER

7-64

March 31, 64

NO. _____ HEADQUARTERS _____ 10 _____

NEW ZONE PATROL SYSTEM AND OPERATION OF STATION,
WAGONS AND MOBILE PATROLS

SUBJECT: _____

-2-

officer shall remain with the prisoners at all times and the rear passenger doors kept locked.

4. When not in use, the stretcher shall be kept folded and the rear collapsible seat back kept in an upright position.
5. Prior to returning to the station with prisoners, the station wagon crew shall notify Radio of its location and intentions.

MOBILE PATROL WAGONS

1. Mobile Patrol Wagons shall continue to be dispatched on injured, sick or prisoner runs as in the past.
2. In addition, Mobile Patrol Wagons shall be used in the following cases:
 - (a) For hauling psychopathic cases of extremely violent prisoners.
 - (b) For hauling persons whose physical condition (personal filth, vomiting, etc.) creates a problem.
 - (c) Property hauls.

(CONTINUED)

GENERAL POLICE ORDER

No. 7-64 March 31, 64
HEADQUARTERS 19
NEW ZONE PATROL SYSTEM AND OPERATION OF STATION
SUBJECT WAGONS AND MOBILE PATROLS

-3-

(d) Prisoner transfers of more than three prisoners and other prisoner transfers at the direction of Radio.

(e) Dead Bodies as far as practicable shall be transported by Mobile Patrol Wagons but good judgement must be used.

Where death has not been definitely determined or where it occurred on the streets or in a public place, the nearest available unit shall be dispatched whether station wagon or mobile patrol.

* * * * *

Officers must be observant and diligent in exercising all necessary precautions while detaining and transporting prisoners.

ALL FELONS, SUSPECTED FELONS, AND ANY PRISONER WHO MAY CREATE A PROBLEM, OR ATTEMPT TO INJURE HIMSELF OR THE OFFICERS MUST BE HANDCUFFED, PREFERABLY HANDS BEHIND BACK.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 6-64 HEADQUARTERS March 27, 1964

SUBJECT: NEW POLICE VEHICLES NOT TO BE PUSHED

Laurence J. Choura, Inspector,
Acting Executive Officer.

No member of the department shall push or cause to be pushed the 1964 Ford Police Station Wagons in an effort to start the engine. Pushing of this vehicle would seriously affect the automatic transmission.

All districts are equipped with battery jumper cables and should use these cables to start the police car if at a district station. Where these vehicles breakdown on the road, the Tow Truck Office should be contacted and they will use the cables on their trucks to start such cars.

Memorandum 1-59, issued January 6, 1959, explains the uses and handling of jumper cables.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 5-64 HEADQUARTERS March 10, 19 64

SUBJECT: INVESTIGATION OF MUSIC PERMIT APPLICATIONS

Laurence J. Choura, Inspector,
Acting Executive Officer.

A new form has been developed specifically for the purpose of recording investigations of Music Permit Applications. The new form number is C of C 71-1079 and is available at the Departmental Store Room, located at 1600 East 19th Street.

Effective March 16, 1964, this form shall be used as the record of investigation for Music Permit Applications.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

3-64

January 31, 64

No. _____ HEADQUARTERS _____ 18 _____

INTERPRETATION OF RULE # 8, SECTION 6.
SUBJECT: BOOK OF RULES AND REGULATIONS

Albert C. Wallace, Inspector,
Executive Officer.

Rule # 8, Section 6, states "No male person shall enter the female cell block unless accompanied by a police-woman or matron."

Cell block shall be interpreted as meaning all the area beyond the door to the office of the women's section of the jail.

No male person shall be permitted in the office of the women's section of the jail except on police business, which shall be conducted quickly and without unnecessary delay.

Male members of the department requiring anything from the women's section shall have the policewoman or matron on duty deliver same to him.

Matrons and policewomen assigned to the jail shall report any violations of this order to the officer in charge of the policewomen's unit in writing.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 2-64

HEADQUARTERS January 28, 19 64

SUBJECT: MENTAL PATIENTS

Albert C. Wallace, Inspector,
Executive Officer.

Mental institutions permit patients to be placed on "Family Care" to a sponsor or on "Trial Visit" to their respective families.

On occasion these mental patients become upset or disturbed and create a threat to their sponsor or family.

When requested by a sponsor or a responsible member of the family of such mental patient, to return the patient to a hospital, members of the department shall check with this hospital whether such patient shall be returned. In the event hospital personnel request return of the patient, members shall immediately take the patient into custody and return him to the institution from which he came.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 1-64

HEADQUARTERS January 28, 1964

SUBJECT: SAMPLES FOR ANALYSIS TAKEN ON LIQUOR PERMIT PREMISES

Albert C. Wallace, Inspector.
Executive Officer.

You will cause all members of the department to be notified that effective this date the following procedure shall be followed in all cases where an Ohio Department of Liquor Control Permit Premises is to be cited for violations.

In all cases where whiskey, wine or beer is to be used as evidence against a permit holder in a hearing before the Ohio Board of Liquor Control, two (2) samples of each item of evidence shall be collected and placed in separate containers.

One sample shall be delivered to the City Chemist for analysis and then used as evidence in Cleveland Municipal Court.

The second sample shall be delivered to the Cleveland District Office, Ohio Department of Liquor Control, 1300 West 9th Street, where it will be taken to their Columbus office for analysis by their chemist, who will then be available for citation hearings before the Ohio Board of Liquor Control.

The Court of Common Pleas of Franklin County requires the testimony of a chemist and the above procedure will obviate the necessity of our City Chemist going to Columbus, Ohio, to testify.

General Police Order 16-54, Issued March 22, 1954, is hereby rescinded.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 68-63 HEADQUARTERS December 31, 1963

SUBJECT: REINSTATEMENT AND ASSIGNMENT

Albert C. Wallace, Inspector,
Executive Officer.

Raymond Uzell, who resigned as a member of the department on September 5, 1963, has been reinstated effective January 1, 1964 and is assigned to the 6th District. His badge number will be 1876.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 67-53

HEADQUARTERS December 31, 1963

SUBJECT: PROMOTIONS, ASSIGNMENTS AND TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

The following promotions, assignments and transfers
will become effective January 1, 1964:

Sergt. Edward Anderson promoted to Lieutenant and assigned
to District 6.

Sergt. Thomas Brown promoted to Lieutenant and assigned
to District 4.

1160 Henry Wrona promoted to Sergeant and assigned to
the Detective Bureau

1323 Thomas Waterwash promoted to Sergeant and assigned
to the A.I.U.

Lieut. Frank Koenig Dist. 1 to Tech. Serv. Bureau

Lieut. William Shardell Dist. 6 to Dist. 1

Sergt. Joseph Mengel Dist. 1 to Records Unit

Sergt. Robert Walter Det. Bureau to District 1

763 James Mackall Dist. 6 to Detective Bureau

1029 Raymond Ressler Dist. 3 to Detective Bureau

1821 Lawrence Worz Dist. 2 to Detective Bureau

1018 Frederick Johnson Dist. 5 to Detective Bureau

66 Harvey Behrendt Detective Bureau to Dist. 1

1285 James Burke Dist. 3 to Dist. 5

223 Joseph Bruner Dist. 1 to Dist. 3

429 Clarence Huff Motorcycle Unit to Dist. 5

1712 Samuel Reese Dist. 5 to Motorcycle Unit

3032 Margaret Kilbane Womens Unit to S.I.U.

By order of

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 66-63 HEADQUARTERS December 30, 19 63

SUBJECT: ABANDONED VEHICLES ON PRIVATE PROPERTY

Albert C. Wallace, Inspector,
Executive Officer.

The Council of the City of Cleveland recently enacted a new ordinance relating to abandoning vehicles on private property, effective December 18, 1963, a copy of which is given below. Members are to govern themselves accordingly.

"Section 13.2515, Abandoned Vehicles on Private Property:

It shall be unlawful for any person, firm or corporation to abandon or to place or cause to be placed or permit to be placed or permit to remain any vehicle, any part of a vehicle, junk automobile or debris of any kind on any private property or vacant lot without the permission of the owner of said property. Any person violating the provisions of this section shall, upon conviction thereof, be fined \$25.00 for the first offense and \$50.00 for each subsequent offense. For the purposes of this section each day shall be considered a separate offense."

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 65-63 HEADQUARTERS December 24, 19 63

SUBJECT: JUVENILE RUN-AWAY ARRESTS

Albert C. Wallace, Inspector,
Executive Officer.

Effective January 1, 1964, any member of this department receiving information that a run-away juvenile is being held for this department, shall make or cause to be made an arrest card (Form 125, 126 or 127) upon each such juvenile run-away outside the City of Cleveland.

This arrest card shall then be forwarded to the Unit of Records.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 64-63 HEADQUARTERS December 23, 1963

SUBJECT: SIDEWALKS TO BE CLEARED OF SNOW AND ICE

Albert C. Wallace, Inspector,
Executive Officer.

The removal of snow and ice from the sidewalks throughout the city is provided for under Section 7.3910 (2376) of the Codified Ordinances of the City of Cleveland, Ohio.

You will cause the Commanding Officers of the Six Districts to instruct members of their commands to enforce this ordinance pertaining to the removal of snow and ice, etc. from sidewalks in their respective districts. Where sidewalks are covered with snow and ice and there is a violation of Section 7.3910, the owner, occupant or person in charge of the property shall be warned of this condition and upon failure to comply with this warning, the member issuing such warning shall consult the Police Prosecutor at Central Station for further prosecution.

The removal of snow and ice from the sidewalks is essential to the safety and convenience of pedestrians and the public in general, and it is mandatory that the District Commanders comply with the provisions of this order and see that Section 7.3910 of the Codified Ordinances of the City of Cleveland is enforced whenever conditions require.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

63-63

December 20, 63

No. _____ HEADQUARTERS _____ 19 _____

NON-TRAFFIC ACCIDENT FORM CC 71-1077

SUBJECT: _____

Inspector Albert C. Wallace,
Executive Officer.

A new form, CC 71-1077, has been designed for use in reporting non-traffic accidents occurring on city property or in which the city is involved, such as accidents by falling on sidewalks, injuries received on CTS buses, etc.

This form, which is self-explanatory, shall be used commencing Saturday, December 21, 1963, in place of the usual Form 10 Supplementary. It shall be filled out in triplicate and may be typed or a ball point pen used, taking care that the writing is legible and copies easily read.

A concise description of the incident shall be entered in the space provided on the lower part of page 1. The reverse side of the form has space provided for statements from the complainant and one witness. If more witnesses are available, additional forms may be used.

Space is also provided on the front of the form for the information regarding photographs taken. The report shall be held at the district until this information is obtained and then signed by the desk sergeant or supervisory officer verifying same.

The telephone report to the Report Center stating when, where and to whom the accident happened shall continue to be made, as in the past.

Districts shall have their supplies of copies picked up promptly at the Storeroom, also two sample copies which have been prepared illustrating the method of filling out the forms.

By order of,
RICHARD R. WAGNER,
CHIEF OF POLICE

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GENERAL POLICE ORDER

NO. 62-63 HEADQUARTERS December 19, 1963

SUBJECT: REINSTATEMENT AND ASSIGNMENT

Albert C. Wallace, Inspector,
Executive Officer.

Sergeant Vince L. Ardito has been reinstated to this
department effective December 19, 1963, and is assigned
to the 3rd District.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 61-63 HEADQUARTERS December 19, 63

SUBJECT: APPOINTMENTS - ASSIGNMENTS

Albert C. Wallace, Inspector,
Executive Officer.

The following persons have been appointed to the position of Patrolman, Division of Police, Department of Public Safety, effective Monday, December 16, 1963, and assigned to the Police Academy until further notice:

258 Donald W. Bellew	1030 Walter Muniak, Jr.
269 Andrew J. Bodrock	1037 Frank Piks, Jr.
303 Robert L. Bolton	1093 Nephtali R. Ramos
415 Louis J. Caplick	1120 Donald J. Rieder
444 Robert J. Czaplicki	1187 Russell J. Sabat
452 John M. Dedich	1195 Michael W. Santon
99 John C. Delaney	1200 Michael Simcic
478 Roger J. Dennerli	1206 Alan J. Simon
536 Robert A. Donovan	1232 Thomas J. Smith
615 Richard L. Fulkerson	1248 Kenneth P. Stachowski
626 Thomas M. Gibbons	1258 Leonard B. Szalkiewicz
659 James R. Hearn	1303 James R. Tattar
705 James E. Howard	1331 Paul J. Thomas
731 Thomas R. Iglewski	1520 Donald M. Timothy
1792 Shelby C. Kellogg	1526 Joseph E. Torok
734 Richard F. Kelly	1599 John W. Trappenberg
756 John L. Kincaid, Jr.	1643 William F. Vokac
759 John T. Kroeger	1695 Richard D. Wendell
904 Rudolph S. Kula	1726 James E. White
799 Richard A. Krueger	1731 Ralph C. Witty
913 John F. McCaffrey	1740 Willard J. Wolff
949 John P. McNamara	1780 Dennis J. Yurik
962 Robert A. Molnar	16 Jerrold L. Zarlenga

By order of,
RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 60-63

HEADQUARTERS December 17, 1963

SUBJECT: REINSTATEMENT AND ASSIGNMENT

Albert C. Wallace, Inspector,
Executive Officer.

Raymond Ollie, who resigned as a member of the department December 4, 1962, has been reinstated effective December 16, 1963, and is assigned to District 5. His badge number will be 1801.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 59-63

HEADQUARTERS December 13, 1963

SUBJECT: TRANSFERS

Albert C. Wallace,
Executive Officer.

The following transfers will be effective December 16,
1963:

Sergt. Vincent Ginley - Radio Unit to District 5
Sergt. Robert Schottke - District 5 to Radio Unit

306	Adam Kukoleck	- Detective Bureau to Motorcycle Unit
627	James Magas	- Motorcycle Unit to Dist. 4
884	James Marinich	- District 6 to Detective Bur.
1690	John Hughes	- District 4 to Traffic Bur.
1178	Nick Magas	- Traffic Bureau to Dist. 6
121	Leland Hough	- District 3 to Sanitary Unit
56	Harold Gircsis	- District 3 to Radio Unit
125	Anthony Sherbinski	- Radio Unit to District 3

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 58-63 HEADQUARTERS December 10, 1963

SUBJECT: NOTIFICATION OF POLICE APPLICANTS

-4-

FIFTH DISTRICT

Robert J. Czaplicki
14601 Strathmore Avenue
East Cleveland 12, Ohio

Richard A. Krueger
2643 Euclid Heights Blvd.
Cleveland Heights 6, O.

SIXTH DISTRICT

John M. Dedich
674 East 160 Street
Cleveland 10, Ohio

John C. Delaney
9 Colonial, Euclid
Beach Park
Cleveland 8, Ohio

Thomas M. Gibbons
1101 East 145 Street
Cleveland 10, Ohio

James E. Howard
1195 East 82 Street
Cleveland 3, Ohio

John L. Kincaid, Jr.
15702 Halliday - Up
Cleveland 10, Ohio

Rudolph S. Kula
1125 East 66 Street
Cleveland 3, Ohio

Frank Pika, Jr.
1028 East 169 Street
Cleveland 10, Ohio

Michael W. Santon
545 East 232 Street
Euclid 23, Ohio

Michael Simcic
1032 East 76 Street
Cleveland 3, Ohio

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 58-63

HEADQUARTERS December 10, 1963

SUBJECT: NOTIFICATION OF POLICE APPLICANTS

-3-

SECOND DISTRICT

Joseph E. Torok
3206 Vega Avenue
Cleveland 13, Ohio

Richard D. Wendell
4259 West 21 Street
Cleveland 9, Ohio

James E. White
11635 Glendora Lane
Parma Heights 30, Ohio

Willard J. Wolff
7278 Neville Avenue
Cleveland 2, Ohio

Dennis J. Yurik
3909 Theota Avenue
Parma 34, Ohio

Jerrold L. Zarlenga
2460 Dentzler
Parma 34, Ohio

FOURTH DISTRICT

Robert L. Bolton
18819 Waterbury Avenue
Maple Heights 37, Ohio

Thomas R. Iglewski
9704 Easton Avenue
Cleveland 4, Ohio

Robert A. Molnar
9613 Manor Avenue
Cleveland 4, Ohio

Leonard B. Szalkiewicz
4250 East 126 Street
Cleveland 5, Ohio

William F. Vokac
4286 East 119 Street
Cleveland 5, Ohio

FIFTH DISTRICT

Donald W. Bellew
2223 Murray Hill Rd - Up
Cleveland 6, Ohio

Louis J. Caplick
6706 Superior Avenue
Cleveland 3, Ohio

(CONTINUED)

GENERAL POLICE ORDER

No. 58-63 HEADQUARTERS December 10, 19 63

SUBJECT: NOTIFICATION OF POLICE APPLICANTS

-2-

FIRST DISTRICT

Alan J. Simon
3827 West 136 Street
Cleveland 11, Ohio

Kenneth P. Stachowski
2128 Chesterland
Lakewood 7, Ohio

James R. Taffar
3200 West 73 Street
Cleveland 2, Ohio

Paul J. Thomas
10716 Thrush Avenue
Cleveland 11, Ohio

Donald M. Timothy
3043 West 114 Street
Cleveland 11, Ohio

John W. Trappenberg
14206 Parkdale Avenue
Cleveland 11, Ohio

Ralph C. Witty
3411 West 91 Street
Cleveland 2, Ohio

SECOND DISTRICT

Andrew J. Bodrock
4103 Clybourne Avenue
Cleveland 9, Ohio

Robert A. Donovan
3433 Krather
Cleveland 9, Ohio

Walter Muniak, Jr.
3709 Poe Avenue
Cleveland 9, Ohio

Nephtali Ramos
1931 West 50 Street # 3
Cleveland 2, Ohio

Russell J. Sabat
2217 Portman Avenue
Cleveland 9, Ohio

Thomas J. Smith
5832 Gilbert Court
Cleveland 2, Ohio

(CONTINUED)

GENERAL POLICE ORDER

No. 58-63

HEADQUARTERS December 10, 63

SUBJECT: NOTIFICATION OF POLICE APPLICANTS

The various districts will immediately notify the following police applicants to report for duty at 8:30 A.M., Monday, December 16, 1963, at the Office of the Safety Director, Room 230, City Hall, East 6th Street and Lakeside Avenue.

This verbal notification will be made at the residence of the applicant by a uniform officer, in person, who will forward a Form One Report stating the time, place and person notified. These reports will be forwarded to the Office of the Chief of Police no later than 9:00 A.M., Friday, December 13, 1963.

FIRST DISTRICT

Roger J. Dennerll
13802 Highlandview Avenue
Cleveland 35, Ohio

Richard L. Fulkerson
5393 Big Creek Parkway#8
Parma 29, Ohio

James R. Hearn
14182 Thompson Blvd
Brookpark, Ohio

Richard F. Kelly
1575 Cohasset Avenue
Lakewood 7, Ohio

John T. Kroeger
11839 Edgewater Drive
Lakewood 7, Ohio

John F. McCaffrey
629 Parkside Drive
Bay Village 40, Ohio

John P. McNamara
2212 Bunts Road
Lakewood 7, Ohio

Donald J. Rieder
3791 West 132 Street
Cleveland 11, Ohio

(CONTINUED)

GENERAL POLICE ORDER

No. 57-63 HEADQUARTERS December 2, 1963

SUBJECT: RETURN OF ESCAPEES FROM MENTAL HOSPITALS

Inspector Albert C. Wallace,
Executive Officer.

Escapees from local mental hospitals, apprehended by this department, shall be returned without unnecessary delay to the institution which they left. The hospitals indicated are as follows:

- (1) Cleveland State Hospital
4455 Turney Road
- (2) Cleveland Metro General
3395 Scranton Road
- (3) Fairhill Psychiatric Unit
12200 Fairhill Road
- (4) Hawthornden State Hospital
Sagamore Road
Macedonia, Ohio

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 56-63 HEADQUARTERS November 15, 1963

SUBJECT: ISSUANCE AND EXECUTION OF PROBATE WARRANTS

MEMBERS OF THE DEPARTMENT:

Deputy Clerks of Probate Court, attached to that court's Psychiatric Unit and located at the state mental hospitals, are empowered to issue Probate Warrants. In extreme emergencies, when necessary to bypass normal distribution procedures and where there are no relatives or other persons available to deliver a particular warrant to a district station, the following procedure will be followed:

The Deputy Clerk will contact the Police Radio, explain the emergency and request that the police pick up the warrant at the hospital. Police Radio personnel will dispatch a zone car to secure the warrant and deliver it to the district headquarters of the address contained therein. The Officer in Charge will accept and arrange for its execution in compliance with G.P.O. 18-59 of July 28, 1959.

At present the Probate Court representatives who may call for such service are:

Miss Eleanor Blackley	- Fairhill Psychiatric Hospital
Mr. James Zika	- Fairhill Psychiatric Hospital
Miss Eleanor Bohacek	- Cleveland Psychiatric Hospital
Mrs. Dorothy Thorne	- Cleveland State Hospital

By order of,

ALBERT C. WALLACE, INSPECTOR
ACTING CHIEF OF POLICE

GENERAL POLICE ORDER

No. 55-63 HEADQUARTERS November 13, 1963

SUBJECT: MISSING JUVENILE REPORTS

Inspector Albert C. Wallace,
Executive Officer

Effective immediately, all members making Missing Person reports on juveniles shall include in such reports (1) the date of birth of such juvenile and (2) the full name of each parent.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 54-63

HEADQUARTERS November 13, 1963

SUBJECT: PERSONNEL ON LIGHT DUTY

Inspector Albert C. Wallace,
Executive Officer

Effective immediately, no member of this department who is on light duty shall have or shall receive permission to engage in outside employment while said member is on light duty.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 52-63

HEADQUARTERS November 8, 1963

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector
Executive Officer.

The following transfers will be effective November
11, 1963:

Sergt. Arthur Pagel	-	AIU to Juvenile Unit
Sergt. Henry Doberstyn	-	Juvenile Unit to Chief's Office
834	Frank Pirronelli	- District 3 to Mail Unit
179	Anthony Kemsel	- District 3 to Tow Truck Unit
936	James Coyne	- District 3 to Court Officer Unit

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 54-63 HEADQUARTERS November 7, 1963

SUBJECT: ANNUAL FURLOUGH - YEAR 1964

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leaving the balance of that furlough period open to repay other men for overtime due them.

Men entitled to a two week furlough may select part A or part B in any one furlough period that is left open to them. In no event can a four or three week furlough man take part B of one furlough period and part A of another furlough period.

The selection of part A and/or part B in any furlough period shall be noted in the A-B column of the drawing sheet.

An IBM card has been prepared for each member of the department and will be forwarded to the District/ Bureau with the furlough drawing sheet. A Superior Officer of the District/ Bureau will draw a circle (with red or blue pencil) about the number and letter representing the furlough selected by the member whose badge and name appear on the card. The furlough number circled must coincide with the furlough number on the furlough drawing sheet.

A two week furlough shall have the number with only "A" or "B" circled, as the case may be.

There a member is entitled to a greater or lesser number of furlough weeks due to prior city service,

CONTINUED

GENERAL POLICE ORDER

No. 51-63 HEADQUARTERS November 7, 1963

SUBJECT: ANNUAL FURLOUGH - YEAR 1964

- 2 -

specified by the Commanding Officer, or Officer-in-charge, as the case may be.

Inspectors will select furloughs at the Office of the Chief at a date to be specified later.

Where Deputy Inspectors, Captains, Lieutenants or Sergeants have been promoted on the same date, the order of selection shall be determined by the length of service in the department, the one having the greater length of service being given first choice. Where Patrolmen have been appointed on the same date, the order of selection shall be by lot.

Each Furlough Drawing sheet shall indicate, in a column provided for that purpose, whether a member is entitled to a two week, a three week or a four week furlough.

Each furlough period of the 1964 furlough shall be divided into part A and part B. The first two weeks shall be part A and the second two weeks part B.

Men entitled to a four week furlough may select part A and part B in any one furlough period.

Men entitled to a three week furlough may select part A and one half of part B in any one furlough period, thus

CONTINUED

GENERAL POLICE ORDER

No. 51-63 HEADQUARTERS November 7, 1963

SUBJECT: ANNUAL FURLOUGH - YEAR 1964

Albert C. Wallace, Inspector
Executive Officer

Commanding Officers of the various Districts and Bureaus and the Officers-in-charge of the "Special Services" as designated in the Furlough Plan (a copy of which will be forwarded to the various Districts and Bureaus) shall forward a schedule showing the total number of Officers in each rank and the total number of Patrolmen that are to be allotted to each furlough period. This schedule shall be in the office of the Chief of Police on or before 9:00 A.M., November 15, 1963.

The names of Officers and Patrolmen, or their badge numbers, are not to be included in this list.

The official November beat list is to be used for the purpose of preparing this schedule.

Furloughs shall be drawn in accordance with submitted schedule.

For rule determining seniority in drawing furloughs refer to G. O. 50-63, issued 11-7-63.

The selection of furloughs will be held at the various District and Bureau headquarters and the offices of the "Special Services", as indicated in the mimeographed plan, on Monday, November 25, 1963, at times to be

CONTINUED

GENERAL POLICE ORDER

50-63

November 7, 63

No. _____ HEADQUARTERS _____ 19 _____

SUBJECT: RULE FOR DETERMINING SENORITY FOR THE ORDER OF
DRAWING DURLUGHS AND RULE FOR DETERMINING THE
NUMBER OF WEEKS FURLOUGH TO WHICH MEMBERS ARE
ENTITLED.

- 2 -

for drawing and the number of weeks furlough to which they are entitled calculated thereafter for the time they actually served in the department from the date of original appointment.

This shall not affect those who were suspended under charges and who were later found not guilty and reinstated as of the day of suspension.

This order supersedes General Order #26-61 issued November 15, 1961.

By order of

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

50-63

November 7,

63

No. **HEADQUARTERS** 19
RULE FOR DETERMINING SENIORITY FOR THE ORDER OF
DRAWING FURLOUGHS AND RULE FOR DETERMINING THE NUM-
SUBJECT: BER OF WEEKS FURLOUGH TO WHICH MEMBERS ARE ENTITLED.

Albert C. Wallace, Inspector
Executive Officer.

Members will draw for furloughs in their order of seniority. Patrolmen from the date of regular (not temporary) appointment to the Department; Officers from date of promotion to rank held.

The number of weeks of furlough to which they are entitled will be calculated from the date on which this person entered the city's service.

City service includes employment with the City of Cleveland prior to appointment to the Department, EXCEPTING prior service, either under the old Cleveland Trolley System or the present Cleveland Transit System.

Such service must have been continuous with the exception of temporary lay-offs over which the person have no control and no credit will be given for that period of time during which the member did not work.

Those members who were reinstated within 30 days of their resignation or dismissal shall have the time calculated from the date of their original appointment.

Those members who were reinstated after 30 days of their resignation or dismissal, shall have their seniority

CONTINUED

GENERAL POLICE ORDER

No. 49-63 HEADQUARTERS October 31, 1963

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector
Executive Officer.

The following transfers are effective November 1, 1963:

Sergt. Robert Schottke	- Det. Bur. to Dist. 5
Sergt. Richard Vina	- Dist. 5 to Det. Bur.
1202 William Safewright	- Det. Bur. to Dist. 4
1785 John Stoyka	- Dist. 4 to Det. Bur.
1281 Chester Burmeister	- Det. Bur. to Traffic
497 Lee Kenney	- Traffic to Det. Bur.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

48-63

October 21, 63

No. _____ HEADQUARTERS _____ 19 _____

CANCELLATION OF G. O. 47-63 - CASES INVOLVING

SUBJECT: JUVENILE OFFENDERS

TO THE MEMBERS OF THE DEPARTMENT:

General Order 47-63, issued October 17, 1963, is hereby corrected to read as follows:

All cases involving juveniles where any member of this department has been assaulted, hindered, obstructed or abused by such juveniles, the member so affected or abused shall consult with Chief Police Prosecutor Richard Matia or the assigned member of his staff, so that the proper charges may be had in Juvenile Court.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 47-63 HEADQUARTERS October 17, 19 63

SUBJECT: CASES INVOLVING JUVENILE OFFENDERS

TO THE MEMBERS OF THE DEPARTMENT:

In all cases involving juvenile offenders in which members of this department are concerned, notice of the date of such hearing and the circumstances surrounding such offence shall be given to Chief Prosecutor Richard Matia, or a member of his staff assigned to handle such matters. In addition, all cases involving juveniles where any member of this department has been assaulted, hindered, obstructed or abused by such juveniles, the member so affected shall consult with Chief Prosecutor Richard Matia or the assigned member of his staff, so that the proper charges may be had in Juvenile Court.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 45-63 HEADQUARTERS September 13, 1963

SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

The following promotions, assignments and transfers
are effective September 16, 1963:

Lieut. Thomas Fitzgerald	Promoted to Captain and assigned to District 3.
Sergt. Eugene Orenski	Promoted to Lieutenant and assigned to District 3.
101 Vincent Ardito	Promoted to Sergeant and assigned to Police Academy.
1695 John Kukula	Promoted to Sergeant and assigned to District 5.
Capt. William Birmingham	Dist. 3 to Dist. 2
Sergt. Vince Ginley	Dist. 5 to Radio Unit
Sergt. Michael Ahrens	Radio Unit to Det. Bur.
358 Robert Gaughan	Dist. 2 to Dist. 5
708 Dennis Murphy	Dist. 5 to Dist. 2
1215 Robert Cavell	Dist. 5 to Bur. Adm. Serv.
1719 John Yezerski	A I U to Det. Bur.
50 Ernest Sabo	Dist. 4 to Det. Bur.
1600 Raymond Lanigan	Dist. 6 to Det. Bur.
1272 Edward Toth	Dist. 6 to Telephone Exchange

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

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GENERAL POLICE ORDER

NO. 44-63 HEADQUARTERS August 15, 1963

SUBJECT: PROMOTION AND TRANSFERS

Inspector Albert C. Wallace,
Executive Officer.

The following promotion and transfers are effective
August 16, 1963:

680 Walter M. Kreps promoted to rank of Sergeant and
assigned to Accident Invest. Unit.

Lieut. Ernest Willcocks transferred from Juvenile Unit to
Detective Bureau

883 Albert Tekautz transferred from District 6 to Bureau
Criminal Investigation, S.I.U.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 43-63 HEADQUARTERS August 1, 19 63

SUBJECT: TRANSFERS

Inspector Albert C. Wallace,
Executive Officer.

The following transfers are effective August 2, 1963:

Lieut. James Fitzgerald - District 1 to District 3

Lieut. Harry Weitzel - District 3 to District 1

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 42-63 HEADQUARTERS July 31, 1963

SUBJECT: PROMOTIONS AND TRANSFERS

Inspector Albert C. Wallace,
Executive Officer.

The following promotions and transfers are effective
August 1, 1963:

Lieut. Patrick Gerity	promoted to Captain and assigned to Detective Bureau
Sergt. Louis Kulis	promoted to Lieutenant and assigned to Detective Bureau
Sergt. James Fitzgerald	promoted to Lieutenant and assigned to District 1
1331 Joseph Mengel	promoted to Sergeant and assigned to District 1
246 Peter J. Balega	promoted to Sergeant and assigned to Radio Unit
Sergt. Leo Peters	from A.I.U. to Detective Bureau
Sergt. John Hughes	from Radio Unit to Detective Bur.
Sergt. Arthur Pagel	from Dist. 3 to A.I.U.
Sergt. Thomas Kilbane	from Detl. Bur. to Dist. 3
141 Ernest Herskowitz	from Traffic to Dist. 4
567 Lawrence Hernandez	from Dist. 4 to Det. Bur.
875 Wm. Gabelein	from Rec. Room to W.S. Traffic
398 Frank Lisiecki	from Dist. 4 to Tech. Services, Record Unit
306 Adam Kukoleck	from Traffic Bur. to Det. Bur.
394 Vitus Zelinskas	from W.S. Traffic to Dist. 4

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 41-63 HEADQUARTERS July 25, 1963

SUBJECT: REINSTATEMENT

Albert C. Wallace, Inspector,
Executive Officer.

Barbara A. Campbell, who resigned from the department
July 13, 1962, has been reinstated effective July 26, 1963.
She is assigned to the Women's Bureau and will have badge
number 3003.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 40-63 HEADQUARTERS July 19, 63
19

SUBJECT: RETRAINING PROGRAM FOR BUREAU OF PATROL

-2-

This retraining program will be conducted for sixteen weeks. Some of the districts will have retrained their entire complement in twelve weeks. The Port and Harbors personnel will fill out the classes during the last four weeks.

In addition, each district shall send one supervisory officer, either a sergeant or a lieutenant, per week until all of the field supervisory officers of the rank of sergeant and lieutenant have been so retrained.

By order of

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 40-63 HEADQUARTERS July 19, 63
19

SUBJECT: RETRAINING PROGRAM FOR BUREAU OF PATROL

Inspector Albert C. Wallace,
Executive Officer.

The Cleveland Police Department retraining program for the Bureau of Patrol will commence at 9:00 A.M., Monday, July 22, 1963. All patrolmen assigned to the Bureau of Patrol who are performing active duty on zone cars, mobile patrols and boats will receive 40 hours (one week) training with a view to retraining them to man the new 3-way zone patrols which will become operable by the end of this year.

Each district will, therefore, send nine patrolmen per week to the Cleveland Police Academy at the 5th District Headquarters where they will receive this instruction from 9:00 A.M. until 5:00 P.M., Monday through Friday. They are to report in uniform and with batons. The district commanders will continue to send nine patrolmen per week until all of the eligible personnel under their command have had this training.

The district complement of men to be sent to the retraining session can best be obtained by taking a different zone car or mobile patrol out of service each week and sending the entire complement of men who man that vehicle to the school. Where some of these men are on furlough, the complement of nine men may be attained by filling in beat patrolmen for those members on furlough.

(CONTINUED)

GENERAL POLICE ORDER

No. 39-63 HEADQUARTERS July 22, 1963

SUBJECT: DISASTER PLAN

Inspector Albert C. Wallace,
Executive Officer.

This disaster plan has been formulated as a guide to be followed by the Cleveland Police Department in disasters of all types.

Copies are now ready for distribution at the Bureau of Administrative Services, Central Station. Each Unit and Bureau shall send a representative there to pick up it's copies. Each member shall sign a payroll sheet as a receipt to acknowledge receiving his copy. Completed payroll sheets shall be returned to the Bureau of Administrative Services by August 1, 1963.

Supervisory officers copies contain an additional section, an index, and will have the name of the supervisory officer on same.

Members should protect their copies with a suitable three ring binder as additional material will be issued in the future.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 38-63

HEADQUARTERS July 15, 1963

SUBJECT: MOVING VIOLATION CITATION, COURT DATES

Inspector Albert C. Wallace,
Executive Officer

Effective, Wednesday, July 17, 1963, the Moving Violation Citation Court Dates will be announced daily in the Traffic Death Bulletin.

The announcements in the Traffic Death Bulletin will conform to Paragraph 1, General Police Order 25-62, dated September 27, 1962.

*Rescinded
By P.O. 8-67
Res. By P.O. 39-68*

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 37-63 HEADQUARTERS July 15, 63

SUBJECT : TRANSFERS

Inspector Albert C. Wallace,
Executive Officer.

The following transfers will be effective July 16, 1963:

1307 Richard Homulos - Property Room to Store Room
20 Stanley Bencina - District 6 to Property Room

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 36-63 HEADQUARTERS July 3, 19 63

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector
Executive Officer

The following transfers will be effective
July 5, 1963:

1837 Kenneth Kuntz - Radio to Dist. 4
1875 Joseph Toigo - Radio to Dist. 6
1647 John Stys - Dist. 4 to Dist. 1

By order of

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 35-63 HEADQUARTERS July 2, 1963
SUBJECT: PUBLIC PLAYGROUND CHECK

Albert C. Wallace, Inspector
Executive Officer.

Effective immediately no Juveniles or adults shall be permitted in any public playground after dark on any day of the week. Zone cars shall check to insure that such playgrounds are clear and shall record such checks on their duty reports. The visits required by this Order shall be in addition to the regular visits to prevent vandalism and rowdyism..

By order of

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 34-63 HEADQUARTERS July 2, 19 63

SUBJECT: AMENDMENTS TO GO 23-62 and 14-63

Albert C. Wallace, Inspector
Executive Officer

Effective July 3, 1963, all reference to the Unit of Records or the General Records Division in General Police Orders #23-62 and #14-63--(#23-62--New Traffic Citation Form--Distribution and usage and #14-63--New Juvenile Traffic Offense Citation Form--Distribution and usage)--shall be amended to read: Inspection, Planning and Research Division.

By order of

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 33-63 HEADQUARTERS June 28, 19 63

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector
Executive Officer.

The following transfers will be effective
July 1, 1963:

Sergt.	Harry Clark	-	Dist. 1	to	Radio
1810	Paul Bell	-	"	6	" Dist. 4
737	Thos. Graven	-	"	5	" " 1
481	Robt. Shiever	-	"	4	" " 2
636	Robt. Mangan	-	"	1	" " 5
866	John Slattery	-	"	2	" " 1
914	James A. Sands	-	Traffic	"	Adm. Serv.
1704	Gerald Mullen	-	A I U	"	Motorcycle
1818	Robt. Bush	-	Dist. 1	"	A I U
409	Michael Kachinski	-	"	3	" Dist. 1
885	James Derby	-	"	3	" " 1
1296	Elmer Witzke	-	"	1	" " 3
1291	Fred Mueller	-	"	1	" " 3

By order of

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 52-63 HEADQUARTERS June 18, 19 63

SUBJECT: REINSTATEMENT

Albert C. Wallace, Inspector,
Executive Officer.

Richard M. Downing, who resigned as a member of the department September 18, 1962, has been reinstated effective June 19, 1963 and is assigned to the Sixth District. He will have badge No. 873.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 31-63 HEADQUARTERS June 17, 1963

SUBJECT: MEMBERS WITNESS FOR DEFENSE ON SUBPOENA

Inspector Albert C. Wallace,
Executive Officer.

In any criminal prosecution in which this department is involved, no member of the department shall be witness for the defense except on subpoena lawfully issued. In every such instance the member so subpoenaed shall forthwith notify the Prosecutor conducting such prosecution of such service and give him information concerning the time of such service and the testimony required, if known. The member so subpoenaed shall forward a Form I report to his Commanding Officer, giving the same information as given to the Prosecutor.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 29-63 HEADQUARTERS June 5, 1963 18
NEW MOVING VIOLATION CITATION FORM: ADDITIONAL
INSTRUCTION ON USAGE AND ACCOUNTING.
SUBJECT: _____

Albert C. Wallace, Inspector.
Executive Officer.

You will cause all members of the Department to refer to General Police Order 25-62, dated September 27, 1962, with the same subject as this Order.

Effective June 6, 1963, for reasons of economy, the words "Memo Book 65-70" will be substituted for the words "Prisoner Receipt Book" in section II paragraph one, line 4, and paragraph three, line 2 and section V paragraph (b) line 3, of General Police Order 25-62.

Memo Book 65-70 may be obtained on the monthly supply order from the Store Room. One such book is being sent with this order to all units issued Moving Violation Citation Forms.

By order of

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 28-63 HEADQUARTERS May 15, 1963

SUBJECT: PROMOTION - TRANSFERS

Inspector Albert C. Wallace,
Executive Officer.

The following promotion and transfers will be effective
May 16, 1963:

1520 William C. Stuber	- Promoted to Sergeant and assigned to District 2.
1700 Raymond Michol	- From Dist. 3 to Det. Bureau
983 James Mangan	- From Radio to Traffic
954 Carl Almgren	- From Traffic to Radio
673 Phillip DeLaine	- From Dist. 6 to Juvenile Bureau
1307 Richard Homulus	- From Traffic Bur. to Property Room
394 Vitus Zelinskas	- From Property Room to Traffic Bureau

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 27-63 HEADQUARTERS April 30, 1963

SUBJECT: AUTO CLUB TOWS

Inspector Albert C. Wallace,
Executive Officer.

To prevent undue inconvenience to owners and operators of autos to be towed in to an Auto Club garage through the Auto Theft Unit, by request of some member of this department, when contact is made with either the owner or operator of said auto the following procedure is to be maintained:

The titled owner must present his title for the release. If the owner cannot appear, he must furnish the title and a written authorization signed by him to the person presenting the title. If the car is financed and the title is being held by the finance company, a memorandum certificate of title may be presented in lieu of the title.

If the car has just recently been purchased from a dealer and the title is in the process of being transferred, a letter, containing serial and title number, from the dealer on his stationery showing that said party is the owner will be accepted.

When a car is found occupied and is to be towed, information must be obtained as to the name and address of the owner and whether the car is to be held or released. This information must be telephoned in to the Auto Theft Unit as soon as possible after the car has been towed.

A new printed Form # 1069 will be distributed to the Districts and Units. This form is printed on both sides; one side is NOTICE TO OWNER of cars ordered towed to an "AAA" garage by members of the police department and on the opposite side is the authorization to release the car to someone other than the owner upon presentation of the

(CONTINUED)

GENERAL POLICE ORDER

No. 27-63 HEADQUARTERS April 30, 63

SUBJECT: AUTO CLUB TOWS

-2-

TITLE or MEMO CERTIFICATE. A Form # 1069 is to be given to the operator of any automobile ordered towed to an "AAA" garage by members of this department.

If there is to be no "HOLD" on the car and it is not creating a traffic hazard, the operator or owner upon presentation of proper ownership credentials, may be allowed to have the car towed to a specific garage of his own choice. In this case it will not be necessary to obtain a release from the Auto Theft Unit.

General Police Order No. 52-55, issued September 12, 1955, is hereby rescinded.

By order of, .

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 26-63 HEADQUARTERS April 30, 1963

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

The following transfers will be effective May 1, 1963:

Lieut. Wm. Halloran	- Dist. 3 to Dist. 1
Lieut. Raymond Moran	- Dist. 1 to Dist. 3
900 Robert Paisley	- Traffic Bureau to Arms Unit
196 James Holliday	- Dist. 6 to Traffic
903 John Patton	- A.I.U. to Dist. 5
1539 James Oliver	- Dist. 5 to A.I.U.
842 Robert Horschler	- A.I.U. to Dist. 4
512 Fred Bolden	- Dist. 4 to A.I.U.
1772 Tom Richissin	- Dist. 4 to Radio
126 George Albrecht	- Radio to Dist. 4
1765 Lawrence Muraski	- Dist. 5 to Dist. 6

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 25-63 HEADQUARTERS, April 26, 1963

SUBJECT: BUILDING PERMITS

Inspector Albert C. Wallace,
Executive Officer.

During tours of duty, members of the Basic Patrol are to be on the lookout for any evidence of building construction, alteration or repair. This shall include building or garage construction, porch or room additions to existing structures, addition or removal of interior partitions, plumbing, heating or wiring installations.

When a member observes such work being done, he shall ascertain whether a permit has been obtained and posted. If no permit has been obtained, the member shall ascertain the name of the owner, address and type of work and shall notify the Sanitary Unit, police line 375, between the hours of 8:00 A.M. and 4:00 P.M. During the hours this office is closed, the officer in charge of the station house of the district concerned is to be notified and he shall record this information. It shall be the duty of the officer in charge of the station house on the first platoon to notify the Sanitary Unit of the violation the following morning.

All such inspections are to be included on the member's daily duty report.

No further action or reports will be required and previous orders or parts of orders in conflict are hereby rescinded.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 24-63 HEADQUARTERS April 15, 1963

SUBJECT: TRANSFERS

Inspector Albert C. Wallace,
Executive Officer.

The following transfers will be effective April 16,
1963:

Lieut. Walter Davenport - Dist. 2 to Bureau of Administra-
tive Services
Lieut. Harold Schwaerzle - Dist. 6 to Dist. 2
Lieut. Thomas White - Detective Bureau to Dist. 6

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 23-63 HEADQUARTERS April 12, 1963

SUBJECT: REINSTATEMENT AND ASSIGNMENT

Inspector Albert C. Wallace,
Executive Officer.

Sebastian T. Midolo, who resigned from the department
May 21, 1962, has been reinstated effective April 16, 1963
and is assigned to the Detective Bureau. He will have
badge number 1615.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 22-63

HEADQUARTERS April 5, 1963

SUBJECT: SOLICITATION OF CONTRIBUTIONS OR SALE OF TICKETS

Inspector Albert C. Wallace,
Executive Officer.

Effective immediately, no member of the Cleveland Police Department, whether on or off duty, shall solicit or accept contributions or sell tickets for any purpose whatsoever.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 21-63 HEADQUARTERS April 1, 1963

SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

Inspector Albert C. Wallace,
Executive Officer.

The following promotions, assignments and transfers
are effective April 1, 1963:

Captain James Limber promoted to Deputy Inspector and
assigned in Command of the Detective Bureau.

Lieutenant Eugene Pfaff promoted to Captain and assigned
to the Detective Bureau.

Sergeant William Huntington promoted to Lieutenant and
assigned to District 3.

Patrolman Peter Mihalic No. 901, promoted to Sergeant and
assigned to District 2.

Lieutenant Lloyd Garey transferred from District 3 to
Police Academy.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 20-63 HEADQUARTERS March 29, 1963

SUBJECT: TRANSFERS

Inspector Laurence Choura,
Acting Executive Officer.

The following transfers will be effective April 1, 1963:

136	William Kaiser	- From Detective Bur. to Dist. 4
678	Geo. Gackowski	- From Detective Bur. to Dist. 6
640	Lawrence Doran	- From Detective Bur. to Dist. 5
917	Frank Kiraly	- From Detective Bur. to Dist. 6
1804	John Kaminski	- From Dist. 5 to Detective Bur.
748	John Kane	- From Dist. 4 to Detective Bur.
310	James Fuerst	- From Dist. 6 to Detective Bur.
1154	Theo. Swintek	- From Dist. 6 to Detective Bur.
1661	Chas. Wright	- From Dist. 5 to Dist. 2
983	James Mangan	- From Dist. 2 to Radio
199	Leroy Brinkhoff	- From Radio to Dist. 2
275	Wm. Bostelman	- From A.I.U. to Labor Relations Unit
968	Michael Barrett	- From Labor Relations to A.I.U.
331	Thomas E. Mahon	- From Dist. 2 to Special Investi- gation Unit

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 19-63 HEADQUARTERS March 26, 1963

SUBJECT: BANK ALARM CAMERAS

-2-

The Commanding Officer of the Detective Bureau, upon being so notified, will dispatch a detective to Lab-Craft to return the film to him as soon as it is processed. The Commanding Officer of the Detective Bureau, upon receipt of the film, will make a determination as to its use. If the film is satisfactory, it will be shown to all available detectives and uniform personnel, and to witnesses at the robbery, to see if immediate identify can be made. A projector is available in the police Photo Lab.

A copy of the film will be made immediately available to the FBI.

It will then be determined by the Commanding Officer of the Detective Bureau if the films are to be released to the various news agencies. All news agencies receiving the film must agree to either air or print the following:

"If you recognize the wanted persons in this film or photograph, telephone the Cleveland Police Department at MA 1-1234 at once."

This must be insisted upon for the benefit of the public

If, for some reason, no one is on duty at Lab-Craft, a list of telephone numbers of Lab-Craft personnel to be contacted is on file at the Detective Bureau.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 19-63 HEADQUARTERS March 26, 53

SUBJECT: BANK ALARM CAMERAS

Laurence Choura, Inspector,
Acting Executive Officer.

Effective Immediately, whenever a bank alarm is received from a bank which has a bank camera installed, the Exchange operator telephoning the alarm to Radio shall inform Radio of the presence of the camera in the bank. The radio dispatcher shall advise all vehicles dispatched to the scene of the presence of the camera.

When a holdup has actually taken place, the manager of the bank shall, after making sure that all the film has been completely run through the camera, remove such film from the camera and turn it over to the police. If the manager is unable to remove the film from the camera, he shall make sure that the remaining film is completely run through the camera, after which he shall turn the entire camera over to the police.

The Officer then in charge at the scene shall see to it that this film, or the film and camera, shall immediately be dispatched in a police vehicle to the Lab-Craft, Inc., 4019 Prospect Avenue and he shall inform Radio by 'phone or radio broadcast, that this has been done. Radio shall immediately 'phone Lab-Craft at UT 1-4334 and advise them that a bank holdup film is on the way to them and that they should make immediate preparation for its development. Radio shall also notify the Commanding Officer of the Detective Bureau that such film is on the way to Lab-Craft and inform him what vehicle is conveying it.

(CONTINUED)

GENERAL POLICE ORDER

No. 18-63 HEADQUARTERS March 26, 19 63

SUBJECT: CITY LICENSES

Inspector Laurence Choura,
Acting Executive Officer.

License Commissioner Stanley Nemec advises that under a new ruling a violation under a prior license would not be applied to current licenses or permits for revocation purposes.

In the past we have awaited the court disposition where an arrest has been made on premises holding licenses sought to be revoked as a result of that arrest. In the interim, prior to the hearing of the case, the license expires, is renewed and is invulnerable.

Therefore, effective immediately, when any arrest is made, as a result of which arrest licenses will be in jeopardy, a copy of such arrest report shall be forwarded to License Commissioner Stanley Nemec, via the Chief's Office, as a stopper against renewal of such licenses. Upon final disposition of the case, notice of such disposition shall be sent to License Commissioner Stanley Nemec, via the Chief's Office, together with revocation request, or a request that the stopper be removed.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 17-63 HEADQUARTERS March 14, 19 63

SUBJECT: TRANSFER

Laurence Choura, Inspector,
Acting Executive Officer.

The following transfer will be effective March 15,
1963:

Robert Reynolds No. 127 Radio to 4th District

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 16-63 HEADQUARTERS March 14, 1963

SUBJECT: POLICE EDUCATION FOUNDATION

Inspector Laurence Choura,
Acting Executive Officer.

All members of this department are hereby advised of the permanent establishment of a Police Education Foundation, the president of which is Mr. Birkett L. Williams.

The purpose of this foundation is to provide a scholarship with either full or part tuition, depending on need, for a son or daughter of any active, retired or deceased full time Cuyahoga County police officer.

Candidates for this scholarship must have been accepted for admission to either Baldwin Wallace, Case Tech, Fenn, John Carroll or Western Reserve University, and must have been recently graduated from high school, must be unmarried and must be full time students. A scholarship is renewable, contingent upon satisfactory performance. Candidates will be screened by the Director of Admissions of each college, and the selection of the candidates will be made by these directors acting in concert. The award will be made each spring.

Interested members may contact Sergeant George Pollick, Division of Records, for any further particulars.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 15-63 HEADQUARTERS March 13, 19⁶³

SUBJECT: TRANSFERS

Inspector Laurence Choura,
Acting Executive Officer.

The following transfers will be effective March 15,
1963:

359 John Carman - District 6 to District 4
1083 Sheldon Friedland - District 4 to District 6

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 14-63 HEADQUARTERS March 11, 1963
NEW JUVENILE TRAFFIC OFFENSE CITATION FORM
SUBJECT: DISTRIBUTION USAGE

Laurence Choura, Inspector,
Acting Executive Officer.

Effective 12:01 A.M., March 17, 1963 the new type of Juvenile Traffic Offense Citation form shall be used when apprehending juvenile traffic offenders. It is a four part form which includes the Juvenile Court Petition and Affidavit. Citations are serially numbered and are bound ten sets per book. Each book is also numbered. Citation books will be available on and after March 13, 1963 at the Traffic Office.

A detailed instruction sheet entitled, "NEW JUVENILE TRAFFIC OFFENSE CITATION FORM - DISTRIBUTION AND USAGE", is being prepared and will be distributed. It is to be considered an integral part of this General Order (14-63) and is to be so regarded in its entirety. It shall be included in the official binder of General Police Orders of each command.

Each member of the department is to receive a copy of this instruction sheet which shall be combined with his book of Rules and Regulations governing the Division of Police. Sufficient copies of the instruction sheet will be forwarded to each command.

The type of Juvenile Traffic Citation, now in use, is to be discontinued at 12:00 Midnight, March 16, 1963. The books or portions thereof are to be collected, packaged and returned to the General Records Division on or before March 22, 1963.

The following orders are hereby rescinded:- Chief's Memo. 109-58 of September 19, 1958 and General Police Order 9-62 of March 14, 1962.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 13-63

HEADQUARTERS February 28, 1963

SUBJECT: PROMOTIONS, ASSIGNMENTS AND TRANSFERS

-6-

865	John F. Martich, Jr.	- Police Academy to District 3
910	Ronald A. Piar	- Police Academy to District 3
919	Edward Pischel	- Police Academy to District 3
945	Theodore M. Poluka	- Police Academy to District 3
990	Howard E. Rudolph	- Police Academy to District 3
1043	Gary W. Spoerke	- Police Academy to District 3
881	Eugene R. Patena	- Police Academy to District 3
512	Fred E. Bolden	- Police Academy to District 4
872	Joseph J. Hudec	- Police Academy to District 4
761	Thomas Janiszewski	- Police Academy to District 4
798	Joseph A. Katonka	- Police Academy to District 4
1110	Alfred D. Zellner	- Police Academy to District 4
1054	William J. Blakemore	- Police Academy to District 5
1176	Thomas Branch	- Police Academy to District 5
588	William R. David	- Police Academy to District 5
647	James T. Farmer	- Police Academy to District 5
681	Edward Glinski	- Police Academy to District 5
892	Robert F. Phillips	- Police Academy to District 5
961	William J. Robinson	- Police Academy to District 5
1007	James J. Scully	- Police Academy to District 5
1036	Louis J. Sladewski	- Police Academy to District 5
399	William F. Vargo	- Police Academy to District 5
564	Patrick B. Clarke	- Police Academy to District 6
601	Thomas E. Diemert	- Police Academy to District 6
683	Melvyn Goldsterin	- Police Academy to District 6
877	Steven J. Merencky	- Police Academy to District 6
1019	William J. Sharp	- Police Academy to District 6

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

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GENERAL POLICE ORDER

No. 13-63 HEADQUARTERS February 28, 1963

SUBJECT: PROMOTIONS, ASSIGNMENTS AND TRANSFERS

-5-

610	Richard Craig	- District 3 to A.I.U.
1724	George Sekerak	- District 4 to Bureau Traffic
1790	Donald Vallo	- District 4 to District 1
765	John Malloy	- District 4 to District 2
15	James Avon	- District 5 to District 2
200	Louis Barracato	- District 5 to District 4
662	Raymond Mahoney	- District 5 to District 1
527	John Krane	- District 5 to District 6
1050	Fred Bartlett	- Radio to Police Exchange
1575	Thomas Moviel	- Police Exchange to District 3
978	Raymond Seuffert	- Bureau Traffic to District 1
3004	Delphine Kniola	- Bureau Traffic to Women's Bureau
139	Henry Cavanagh	- Sanitary Unit to District 2
866	John Slattery	- Bureau Services to District 2
1626	Emil Paliwoda	- Public Relations to Chief's Off.
1121	Charles Brynak	- Public Relations to District 5
370	Robert Barens	- Police Academy to District 1
828	Edward F. Kelly	- Police Academy to District 1
849	Earle S. Kratzer	- Police Academy to District 1
953	William F. Reiber	- Police Academy to District 1
554	William E. Boretsky	- Police Academy to District 2
768	Paul Jurcisin	- Police Academy to District 2
863	Daniel J. McDonald	- Police Academy to District 2
501	Frederick E. Bogner	- Police Academy to District 3
1174	Tom L. Burton	- Police Academy to District 3
691	Richard C. Goralski	- Police Academy to District 3
661	Ronald C. Gelb	- Police Academy to District 2

(CONTINUED)

GENERAL POLICE ORDER

No. 13-63 HEADQUARTERS February 28, 19 63

SUBJECT: PROMOTIONS, ASSIGNMENTS AND TRANSFERS

-4-

1160	Henry Wrona	- AIU to Detective Bureau
101	Vince Ardito	- Academy to Detective Bureau
66	Harvey Behrendt	- District 1 to Detective Bureau
1695	John Kukula	- District 2 to Detective Bureau
485	James Cofield	- District 3 to Detective Bureau
1520	William Stuber	- District 3 to Detective Bureau
487	Robert Hanlon	- District 4 to Detective Bureau
1872	Thomas Smith	- District 4 to Detective Bureau
1032	Cleveland Sims	- District 5 to Detective Bureau
1554	Lloyd Patterson	- District 5 to Detective Bureau
901	Peter Mihalic	- District 6 to Detective Bureau
23	Joseph Gleason	- District 6 to Detective Bureau
675	Thomas Murphy	- Det. Bur. to Director's Office
30	Gilbert Batman	- Detective Bureau to District 2
264	Arthur Blythin	- Detective Bureau to District 2
758	John Oiler	- Detective Bureau to District 2
324	John Papp	- Detective Bureau to District 3
706	Martin Lowry	- Detective Bureau to District 3
1397	Jos. Johnson	- Detective Bureau to District 3
435	Edward Coleman	- Detective Bureau to District 4
541	Wendell Grant	- Detective Bureau to District 4
1314	Carmen Naso	- Detective Bureau to District 4
86	James Brewer	- Detective Bureau to District 5
819	Andrew Hovan	- Detective Bureau to District 6
1822	Anthony Zarenko	- Dist. 1 to Radio Dispatcher
912	Eugene Sullivan	- District 2 to Sanitary Unit
1342	Steven Mercek	- District 2 to Radio
1789	Edward Vacca	- Dist. 3 to Radio Dispatcher
860	Augustus Malloy	- Dist. 3 to Court Officers Unit
63	Daniel Balogh	- District 3 to AIU

(CONTINUED)

GENERAL POLICE ORDER

No. 13-63 HEADQUARTERS February 28, 19⁶³

SUBJECT: PROMOTIONS, ASSIGNMENTS AND TRANSFERS

-3-

Sergt. George Brady - District 1 to Ports and Harbors

1282	George Cooper	- District 1 to Ports and Harbors
176	Vincent Gallagher	- District 1 to Ports and Harbors
1300	Wm. Urbanek	- District 1 to Ports and Harbors
947	Patrick Malloy	- District 1 to Ports and Harbors
317	Nicholas Pyrtko	- District 1 to Ports and Harbors
893	Joseph Sepesy	- District 1 to Ports and Harbors
412	John Prokop	- District 1 to Ports and Harbors
589	Robert Goebel	- District 1 to Ports and Harbors
1427	Chester McGinty	- District 1 to Ports and Harbors
1523	James Patton	- District 1 to Ports and Harbors
1623	Peter O'Malley	- District 1 to Ports and Harbors
1048	Peter Stavrenos	- District 1 to Ports and Harbors
1828	Harold Fox	- District 1 to Ports and Harbors
925	Charles Berkey	- District 3 to Ports and Harbors
191	John Damos	- District 3 to Ports and Harbors
1841	Leon Palevich	- District 3 to Ports and Harbors
573	Richard Ryan	- District 3 to Ports and Harbors
1503	Edmund D'Aulfo	- District 3 to Ports and Harbors
1364	Alex Zaremba	- District 3 to Ports and Harbors
1838	Edward Lentz	- District 5 to Ports and Harbors
417	Ralph McClure	- District 5 to Ports and Harbors
260	Booker Bledsoe	- District 5 to Ports and Harbors
89	Abelino Campos	- District 6 to Ports and Harbors
508	William Brown	- AIU to Ports and Harbors

246	Peter Balega	- Radio to Detective Bureau
1601	Harold Laubenthal	- Radio to Detective Bureau
1331	Joseph Mengel	- AIU to Detective Bureau

(CONTINUED)

GENERAL POLICE ORDER

No. 13-63 HEADQUARTERS February 28, 1963

SUBJECT: PROMOTIONS, ASSIGNMENTS AND TRANSFERS

-2-

Inspector Laurence Choura - Bureau of Services and Welfare
to Commanding Bureau of Technical Ser-
vices

Dep. Insp. Carl Bare - Traffic Bureau to Youth Aid Bureau

Dep. Insp. George Lucas - Public Rel. to Night Chief

Dep. Insp. George Smith - Dist. 4 to Bureau of Technical
Services

Capt. Ernest Hauschild - Det. Bureau to District 2

Capt. David Kerr - Det. Bureau to District 1

Capt. James Limber - Det. Bureau to Administrative
Services Bureau (Inspect. & Planning)

Lieut. Wesley Denzine - District 3 to District 6

Lieut. Wm. Shardell - District 2 to District 6

Lieut. Walter Davenport - District 6 to District 2

Lieut. Carl Delau - District 5 to Detective Bureau

Lieut. Jack Dudek - Public Relations to District 4

Lieut. Henry Abel - District 4 to Traffic Bureau

Sergt. Clarence Daughenbaugh - Chief's Office to Bureau
Technical Serv. (Motor Transport Div.)

Sergt. William Schroeder - A.I.U. to Technical Serv. Bureau
(Office Equipment Unit)

Sergt. Howard Blackwell - Det. Bureau to Administrative
Serv. Bureau (Personnel Div.)

Sergt. Rudolph Marik - Detective Bureau to Radio

Sergt. Daniel Kepp - Detective Bureau to Traffic Bureau

Sergt. Lloyd Schempp - Radio to District 2

Sergt. Charles Megraw - District 4 to District 2

Sergt. William Hanton - District 5 to District 4

Sergt. George Tramell - Juvenile Unit to District 1

Sergt. Leroy Jones - Dist. 1 to Ports and Harbors

Sergt. Louis Kopacka - Dist. 1 to Ports and Harbors

(CONTINUED)

GENERAL POLICE ORDER

No. 13-63 HEADQUARTERS February 28, 1963

SUBJECT: PROMOTIONS, ASSIGNMENTS AND TRANSFERS

Albert C. Wallace, Inspector
Executive Officer.

The following Promotions, Assignments and Transfers
will become effective March 1, 1963:

Dep. Insp. Stephen Szereto promoted to Inspector and
assigned to Commanding Bureau of
Administrative Services

Captain Reinhold Apelt promoted to Deputy Inspector and
assigned to District 4.

Lieutenant Donald McNea promoted to Captain and assigned
to District 1.

Sergeant Gerald Gilmore promoted to Lieutenant and assigned
to District 3

Sergeant Wilmer Kutina promoted to Lieutenant and assigned
to District 5

1377 Henry E. Doberstyn promoted to Sergeant and assigned
to Juvenile Unit

904 Albert Peiper promoted to Sergeant and assigned to
District 5

303 Cassimer Mack promoted to Sergeant and assigned to
Detective Bureau

994 Casimer Zekoski promoted to Sergeant and assigned to
District 3

615 Leonard Malloy promoted to Sergeant and assigned to
Detective Bureau

(CONTINUED)

GENERAL POLICE ORDER

No. 12-63 HEADQUARTERS February 28, 1963

SUBJECT: REORGANIZATION ORDER

-3-

2. Inspection, Planning and Research Division, which shall include these units:
 - (a) Unit of Personnel, Facilities, Equipment and Procedures Inspection
 - (b) Unit of Internal Improvement, Planning and Researching
3. External Affairs Division, which shall include the following units:
 - (a) Public Relations Unit
 - (b) Labor Relations Unit
 - (c) Civil Defense Unit
 - (d) Sanitary Unit

There is hereby established, effective March 1, 1963, a Youth Aid Bureau in the Cleveland Police Department. The Commanding Officer of this bureau shall be responsible for the proper functioning of the following units:

- (a) Juvenile Unit
- (b) Women's Unit

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 12-63 HEADQUARTERS February 28, 1963

SUBJECT: REORGANIZATION ORDER

-2-

3. Motor Transport Division, which shall include the following units:

- (a) Specifications and Requisition Unit
- (b) Acceptance and Outfitting Unit
- (c) Allocation, Reassignment and Refurbishing Unit
- (d) Repair and Maintenance Unit
- (e) Disposal by Resale, Junking or Transfer Unit

4. Property and Supplies Division

- (a) Unit of Arms
- (b) Bicycle Unit
- (c) Tailor Shop
- (d) Office Equipment Unit
- (e) Mail and Property Unit
- (f) Storeroom Unit

There is hereby established, effective March 1, 1963, a Bureau of Administrative Services in the Cleveland Police Department. The Commanding Officer of this bureau shall be responsible for the proper functioning of the following divisions:

1. Personnel Division, which shall include these units:

- (a) A Personnel Records Unit
- (b) Complaint Investigation Unit
- (c) Police Academy

(CONTINUED)

GENERAL POLICE ORDER

No. 12-63 HEADQUARTERS February 28, 1963

SUBJECT: REORGANIZATION ORDER

Albert C. Wallace, Inspector,
Executive Officer.

Effective March 1, 1963, the Bureau of Services and Welfare is hereby abolished and its component units are transferred to the following bureaus as hereinafter provided:

There is hereby established a Bureau of Technical Services in the Cleveland Police Department. The Commanding Officer of this bureau shall be responsible for the proper functioning of the following divisions:

1. General Records and Statistics Division, which shall include these units:
 - (a) General Records Unit
 - (b) Crime Statistics Unit
 - (c) Traffic Statistics Unit
 - (d) Report Center and Teletype Unit
 - (e) Photostat Unit
 - (f) Microfilm Unit
 - (g) Record Search Unit
 - (h) Record Storage Unit
 - (i) Courts Officers' Unit
 - (j) Warrant Squad Unit
2. Communications Division, which shall include the following Units:
 - (a) Officer in Charge of Dispatchers
 - (b) Dispatchers
 - (c) Superintendent of Radio Communications
 - (d) Radio Communications Unit
 - (e) Telephone Unit
 - (f) Radio Repair Unit
 - (g) Research Unit

(CONTINUED)

GENERAL POLICE ORDER

No. 11-63 HEADQUARTERS February 15, 63

SUBJECT: ACCIDENT REPORTS TO CONTAIN SEAT BELT INFORMATION

Albert C. Wallace, Inspector,
Executive Officer.

Effective immediately, all motor vehicle accident reports (Form I-B) shall include the following information, which shall be inserted under the heading "Describe what happened:"

Vehicle No. 1 - Equipped with seat belts or not equipped with seat belts. If equipped with seat belts, which passengers used same and which did not.

This information is to be completed for each vehicle involved in the accident.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 10-63 HEADQUARTERS February 15, 19 63

SUBJECT: REINSTATEMENT

Albert C. Wallace, Inspector,
Executive Officer.

Edmund A. Rossman, who resigned from the department
on August 22, 1962, has been reinstated as Patrolman,
Badge No. 1776, effective February 16, 1963. He will be
assigned to the Accident Investigation Unit.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 9-63 HEADQUARTERS February 8, 1963

SUBJECT: PROCEDURE - INVESTIGATION OF PRIVATE POLICE
COMMISSIONS

Albert C. Wallace, Inspector,
Executive Officer.

Effective immediately, all existing procedures for the investigation of Private Police Commissions are hereby cancelled. Hereafter these investigations will be made by the Police Department personnel assigned to the Safety Director's Office, with the assistance of the Scientific Identification Unit on fingerprint and record checks.

The Safety Director's office will keep the Chief's Office informed as to the issuances and denials of all Private Police Commissions. The Chief's Office will notify the Districts concerned of the issuance of all Private Police Commissions pertaining to them.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 8-63 HEADQUARTERS February 4, 63
19

SUBJECT: ESTABLISHMENT OF PORTS AND HARBORS UNIT

-2-

make necessary inspections in connection with enforcing safety regulations, and shall enforce all applicable City Ordinances and State Laws.

4. He shall be in charge of the proper making and filing of all records and requisitions necessary for the conduct of the Unit of Ports and Harbors.
5. He shall require that the Unit of Ports and Harbors cooperate with all bureaus of the Cleveland Police Department and with all Ohio State and Federal agencies requiring such cooperation.
6. He shall perform such other duties as may be required by law or as may be assigned to him by the Chief of Police.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 8-63

HEADQUARTERS February 4, 1963

SUBJECT: ESTABLISHMENT OF PORTS AND HARBORS UNIT

Inspector Albert C. Wallace,
Executive Officer.

There is hereby established a Ports and Harbors Unit in the Bureau of Patrol. The headquarters of this unit shall be located in the Administration Building, Burke Lakefront Airport.

This unit shall consist of a Commanding Officer who shall be directly responsible to the Commanding Officer of the Bureau of Patrol, supervisory officers, and such patrolmen as are necessary for the performance of the duties of the unit.

The Commanding Officer of the Ports and Harbors Unit shall be responsible for the following:

1. He shall be in charge of the assignment and maintenance of the Airport Details at Cleveland Hopkins and Burke Lakefront Airports, which details shall be charged with the policing of these airports.
2. He shall be in charge of the assignment and maintenance of the Dock Patrol, which will police the commercial docks on the Lakefront in the commercial harbor area.
3. He shall be in charge of the assignment and maintenance of the Harbor Patrol and the operation and maintenance of all vessels assigned thereto. The Harbor Patrol shall regulate marine traffic in the Cleveland harbor and off the ramps and beaches of the city and shall

(CONTINUED)

GENERAL POLICE ORDER

No. 7-63 HEADQUARTERS February 1, 1963

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

The following transfers are effective February 2, 1963:

Lieut. John Delaney - District 6 to Ports and Harbors
Unit
Lieut. Walter Davenport - Bureau of Communications to
District 6

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 6-63 HEADQUARTERS January 31, 19 63

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector.
Executive Officer.

The following transfers will be effective February
1, 1963:

464	Gus Zukie	- Dist. 1 to Civil Defense
184	John Gruhn	- Bur. Traffic to Dist. 5
926	Elmer Tomasek	- Bur. Traffic to Dist. 3
1371	William McGrath	- Bur. Traffic to Dist. 6
362	Frederick Roth	- Dist. 5 to Bur. Traffic
618	William McNeff	- Dist. 3 to Bur. Traffic
954	Carl Almgren	- Dist. 6 to Bur. Traffic
1662	Stanley Wrona	- Pub. Relations to A.I.U.
778	James Payne	- Dist. 4 to Dist. 3
174	Governor Faust	- Dist. 3 to Dist. 4
147	Albert Blaha	- Dist. 5 to Bur. Traffic
71	Wayne Airey	- Bur. Traffic to Dist. 5
110711	Leon Palevich	- Dist. 3 to Bur. Services
1067	Edward G. Walsh	- Bur. Services to Dist. 3

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 5-63 HEADQUARTERS January 30, 1963

SUBJECT: NAME PLATES TO BE WORN AS PART OF UNIFORM

Albert C. Wallace, Inspector,
Executive Officer.

Metal Name Plates have been obtained for uniformed police personnel. You will cause Bureau and District Commanders to issue these name plates to members under their command and receipted for on the old style payroll sheets by member receiving same. Payroll sheet is to be forwarded to the Chief's Office upon completion of issuance.

The plates bear the first and last names of the individual and shall be worn on the outermost garment, centered one-half inch below the police badge. It is to be considered as an official part of the uniform and worn at all times the member appears in uniform.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-63 HEADQUARTERS January 16, 63
19

SUBJECT: TRANSFER - SUPPLEMENT TO G. O. 3-63

Albert C. Wallace, Inspector,
Executive Officer.

The following transfer will be effective January
17, 1963:

546 Vincent Fiebig - From Civil Defense to District I.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 3-63 HEADQUARTERS January 15, 1963

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

The following transfers are effective January 16, 1963:

Lieut. Steve Siket	- Dist. 2 to Bureau of Traffic
Lieut. Wm. Spellacy	- Dist. 3 to Dist. 2
Sergt. Michael Haney	- Dist. 6 to Detective Bureau
Sergt. James Murray	- Dist. 1 to Police Academy
503 Elijah West	- Dist. 1 to Dist. 3
944 Frank Milota	- Dist. 1 to Dist. 3
1032 Lewis Daniels	- Dist. 1 to Dist. 3
551 Anton Plute	- Dist. 4 to Bureau of Welfare Court Sgt. Office
121 Leland Hough	- Dist. 4 to Dist. 3 Treasurer's Office
1688 Charles Wargo	- Dist. 4 to Bur. Communications Police Exchange
386 Willard Aitchison	- Det. Bur. to Dist. 2
979 Edwin Bonza	- Dist. 2 to Det. Bureau
337 Willard Melton	- Bur. Traffic to Dist. 3
789 Howard Wise	- Dist. 3 to Bur. Traffic
3004 Delphine Kniola	- Women's Bureau to Bureau of Traffic

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

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GENERAL POLICE ORDER

No. 2-63 HEADQUARTERS January 7, 63
12
SUPPLEMENT TO G. O. 37-62 - RE-ALIGNMENT
SUBJECT: OF BASIC PATROL ZONES

Albert C. Wallace, Inspector,
Executive Officer.

The following is a supplement to G. O. 37-62
of December 27, 1962, teletype message No. 68:

Present 636 A will become 636

Present 533 B will become 533

Present 531 A will become 531

Present 531 B will become 531 C

Present 532 C will become 532

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 2-63 HEADQUARTERS January 7, 63
19
SUBJECT: SUPPLEMENT TO G. O. 37-62 - RE-ALIGNMENT
OF BASIC PATROL ZONES

Albert C. Wallace, Inspector,
Executive Officer.

The following is a supplement to G. O. 37-62
of December 27, 1962, teletype message No. 68:

Present 636 A will become 636

Present 533 B will become 533

Present 531 A will become 531

Present 531 B will become 531 C

Present 532 C will become 532

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

1-63 January 3, 63
No. _____ HEADQUARTERS _____ 19____
SUPPLEMENT TO G. O. 37-62 - REALIGNMENT OF
SUBJECT: BASIC PATROL ZONES

Albert C. Wallace, Inspector
Executive Officer.

The following is a supplement to G.O. 37-62
of December 27, 1962, teletype message No. 68:

212 E will be known as 212.

By order of,

RICHARD R. WAGNER,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 37-62 HEADQUARTERS December 27, 1962

SUBJECT: RE-ALIGNMENT OF BASIC PATROL ZONES

Albert C. Wallace, Inspector,
Executive Officer.

You will cause the following re-alignment of Basic Patrol Zones to be effective as of 12:01, A.M., Tuesday, January 1st, 1963:

101N and 102W will be consolidated and known as 101.

103W and 103E will be consolidated and known as 103.

211N and 211S will be consolidated and known as 211.

209W and 209C will be consolidated and known as 209C.

424N and 424S will be consolidated and known as 424.

423N will be known as 423.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 36-62 HEADQUARTERS November 30, 62
19

SUBJECT: REINSTATEMENT AND ASSIGNMENT

Albert C. Wallace, Inspector,
Executive Officer.

Ladis Lisy, Jr., who resigned as a member
of the department August 1, 1962, has been
reinstated effective December 1, 1962 and is
assigned to District 2. His badge number will
be 1604.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 35-62 HEADQUARTERS November 27, 62
1962

SUBJECT: APPOINTMENT AND ASSIGNMENT

Inspector Albert C. Wallace,
Executive Officer.

Charles Zingale, badge #705, was
appointed to the position of Patrolman
in the Division of Police, effective
November 9, 1962. He is assigned to the
Police Academy.

By order of

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 34-62 HEADQUARTERS November 16, 62

SUBJECT: REINSTATEMENT - TRANSFERS

Albert C. Wallace, Inspector
Executive Officer.

1704 Gerald Mullen, who resigned from the Department July 19, 1962, has been reinstated effective November 16, 1962 and assigned to the Bureau of Traffic.

The following transfers are to be effective Monday, November 19, 1962:

Sergt. John Schmidt	From Dist. 2 to Dist. 5
Sergt. Wilmer Kutina	From Dist. 5 to Dist. 2
233 John Campbell	From Dist. 2 to Dist. 5
1057 Edward Sullivan	From Dist. 2 to Dist. 5
55 Harry Rasmusson	From Dist. 5 to Dist. 2
1695 John Kukula	From Dist. 5 to Dist. 2
1673 William Hubbard	From Dist. 5 to Dist. 4
1332 Ernest Price	From Dist. 4 to Dist. 3
610 Richard Craig	From Dist. 4 to Dist. 3
778 James Payne	From Dist. 3 to Dist. 4
1874 William Sullivan	From Dist. 3 to Dist. 1
866 John Slattery	From Dist. 1 to Bur. Welf.
1767 Benjamin Kozitke	From Dist. 5 to Traffic
1618 Wm. Mojzistik	From Traffic to Dist. 5
795 Edward Drew	From Traffic to Dist. 1
351 William Busse	From Dist. 1 to Traffic
1787 Maynard Tescar	From Dist. 4 to Dist. 1
765 John Malloy	From Dist. 1 to Dist. 4
1156 Ralph Loucka	From Dist. 1 to Det. Bur.
30 Gilbert Batman	From Radio to Det. Bur.
134 Louis Ardo	From Dist. 4 to Radio

By order of,
FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 33-62

HEADQUARTERS November 13, 1962

SUBJECT: PLACING OF JUVENILES IN THE DETECTION HOME

-2-

to their parents and release them to the parents
upon the parents' promise to produce them in
Juvenile Court upon notice.

GWP If for some good reason the officers believe
it would be advisable to do so, ~~they may deliver~~
~~or refer girls to the Women's Bureau.~~ The officer
in charge of the Women's Bureau shall inquire into
the matter, cause the parents to come to the
Women's Bureau for an interview and, depending on
the result of this interview, either release the
child to the parent or make arrangements to have
them admitted to the Detention Home.

By order of,
FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 33-62 HEADQUARTERS November 13, 1962

SUBJECT: PLACING OF JUVENILES IN THE DETENTION HOME

Inspector Albert C. Wallace,
Executive Officer.

You will cause all members of the department to be informed that they shall comply with the following regulations concerning the placing of juveniles in the Detention Home of the Juvenile Court, Cuyahoga County. The judges of Juvenile Court have requested on numerous occasions, that whenever possible members of this department, who in the course of their duties have occasion to investigate the delinquency on the part of minor children, shall release them in the custody of their parents upon the parents' promise to produce the child or children in Juvenile Court when requested to. Only in exceptional cases, where this procedure appears to be inadvisable, shall they take these delinquent juveniles to the Detention Home.

Apparently this request has been frequently ignored and children, in one specific instance girls between ages of 9 and 12, were brought to the Detention Home. In this connection I direct your attention to a teletype notice on this subject, promulgated on March 14, 1960; which notice embodies the provisions of Section 2151.31, Revised Code of Ohio, entitled, "Release of Child Pending Hearing." To comply more fully with these requests, except in unusual circumstances, members of this department having in custody juveniles, either boys or girls, shall take them

(CONTINUED)

GENERAL POLICE ORDER

No. 32-62

HEADQUARTERS November 9, 1962

SUBJECT: APPOINTMENTS - ASSIGNMENTS

-2-

#863	Daniel J. MacDonald
865	John F. Martich
877	Steve J. Merencky
881	Eugene R. Patena
892	Robert F. Phillips
910	Ronald A. Piar
919	Edward D. Pischel
945	Theodore M. Poluka
949	Frank W. Pressey
953	William F. Reiber
961	William J. Robinson
990	Howard E. Rudolph Sr.
1007	James J. Scully
1019	William J. Sharp
1036	Louis J. Sladewski Jr.
1043	Gary W. Spoerke
399	William F. Vargo
1110	Alfred D. Zellner

By order of

FRANK W. STORY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 33-62 HEADQUARTERS November 9, 62
12

SUBJECT: APPOINTMENTS - ASSIGNMENTS

Albert C. Wallace, Inspector
Executive Officer

The following persons have been appointed to the position of Patrolman, Division of Police, Department of Public Safety, effective Friday, November 9, 1962, and assigned to the Police Academy until further notice.

#370 Robert J. Barens
1054 William J. Blakemore
501 Frederick E. Bognar
512 Freddy E. Bolden
554 William E. Boretsky
1176 Thomas J. Branch
1174 Tom L. Burton
564 Patrick B. Clarke
588 William R. David
601 Thomas E. Diemert
647 James T. Farmer
661 Ronald C. Gelb
681 Edward J. Glinski
683 Melvyn K. Goldstein
691 Richard C. Goralski
761 Thomas J. Janiszewski
872 Joseph J. Hudec
768 Paul Jurcisin
798 Joseph A. Katonka
828 Edward F. Kelly
839 Richard J. Kmetz
849 Earl S. Kratzer

(CONTINUED)

GENERAL POLICE ORDER

No. 31-62 HEADQUARTERS November 9, 62
19
SUBJECT: ANNUAL FURLOUGH - YEAR 1963

-4-

Any Officer or Patrolman unable to be present at the time of selection or drawing, by reason of illness or disability, may delegate another member to make the selection for him.

Exchanges in furloughs after these selections have been completed will only be allowed in cases of hardship or for the best interest of the Department and then only by special request approved by the member's Superior Officer, and forwarded to the Chief of Police via regular channel.

Furlough drawings shall be approved by the Commanding Officer before forwarding to the Chief's Office.

By order of

FRANK W. STORY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 31-62 HEADQUARTERS November 9, 1962
SUBJECT: ANNUAL FURLOUGH - YEAR 1963

-3-

Men entitled to a three week furlough may select part A and one half of part B in any one furlough period, thus leaving the balance of that furlough period open to repay other men for overtime due them.

Men entitled to a two week furlough may select part A or part B in any one furlough period that is left open to them. In no event can a four or three week furlough man take part B of one furlough period and part A of another furlough period.

The selection of part A and/or part B in any furlough period shall be noted in the A-B column of the drawing sheet.

An IBM card has been prepared for each member of the department and will be forwarded to the District/Bureau with the Furlough Drawing sheet. A Superior Officer of the District/Bureau will draw a circle (with red or blue pencil) about the number and letter representing the furlough selected by the member whose badge and name appear on the card. The furlough number circled must coincide with the furlough number on the Furlough Drawing sheet.

The cards and Furlough Drawing sheet are to be in the Chief's Office on or before 9:00 AM, Dec. 3, 1962. Care should be taken not to crease, bend or damage the cards in any way.

(CONTINUED)

GENERAL POLICE ORDER

No. 31-62 HEADQUARTERS November 9, 62
19
SUBJECT: ANNUAL FURLOUGH - YEAR 1963

-2-

November 26, 1962, at times to be specified by the Commanding Officer, or Officer-in-charge, as the case may be.

Inspectors will select furloughs at the Office of the Chief at a date to be specified later.

Where Deputy Inspectors, Captains, Lieutenants or Sergeants have been promoted on the same date, the order of selection shall be determined by the length of service in the department, the one having the greater length of service being given first choice. Where Patrolmen have been appointed on the same date, the order of selection shall be by lot.

Each Furlough Drawing sheet shall indicate, in a column provided for that purpose, whether a member is entitled to a two week, a three week or a four week furlough.

Each furlough period of the 1963 Furlough shall be divided into part A and Part B. The first two weeks shall be part A and the second two weeks part B.

Men entitled to a four week furlough may select part A and part B in any one furlough period.

(CONTINUED)

MEMORANDUM

FROM

Frank W. Story
CHIEF OF POLICE

M-50-60

August 2, 1960

Inspector Albert S. Wallace,
Executive Officer

Refer to Memorandum M-44-60, issued July 6, 1960.

This memo provided for the issuance of permits for parking on the police parking lots at Police Headquarters, and stickers indicating that a permit had been issued to those persons who qualified. These stickers were to be moistened on the face side and attached to the lower right hand corner of the windshield.

A survey has been made of the lots and it was found that many cars did not have a sticker affixed while others have them placed everywhere except on the place designated.

Proper signs have now been erected designating that these areas are "City Property" and therefore unauthorized parking is prohibited under provisions of Sec. 9.0926 of the Codified Ordinances of the City of Cleveland.

All police officers using this lot will issue a Traffic Parking Citation ticket when they discover an unauthorized vehicle parked in there. When a persistent violator is found the vehicle shall be ticketed and towed to the police pound.

Police Officers who have been granted a parking permit and neglect to place the sticker on their car in the prescribed place will be the subject of charges for disobeying a lawful order.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

MEMORANDUM

FROM

Frank M. Story

CHIEF OF POLICE

M-44-60

July 6, 1960

Inspector Albert Wallace,
Executive Officer.

The following regulations governing the parking of private automobiles by members employed in this department and other personnel whose employment requires them to be present in this building will be effective as of July 15, 1960:

New parking permits for the year 1960 are now ready for distribution.

These are round gummed stickers and are consecutively numbered.

Starting Friday, July 15, 1960, only those private cars bearing these new stickers or labels will be authorized to be parked in any of the police parking areas in or around the Headquarters Building. This will include the area in rear of the Traffic Building.

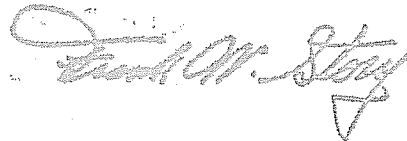
These permit stickers will be issued in the following priority order:

1. To police personnel assigned to duty in these buildings.
2. To police or safety department civilian personnel assigned to duty in these buildings.
3. To personnel of the prosecutor's office, municipal clerk's office and municipal court probation office who are assigned to duty in the Headquarters Building.

(CONTINUED)

MEMORANDUM

FROM



CHIEF OF POLICE

M-44-60

-2-

July 6, 1960

4. To newspaper personnel who are regularly assigned in this building.

5. To any persons in the above categories who are not regularly assigned to duty in these buildings but whose official duties require them to come to these buildings on regular and frequent intervals.

NOTE: The number of permits issued in this classification will be limited and contingent upon the number that will be required for the first four classifications.

Persons desiring parking permits who qualify under any of these five classifications will apply for an application card to either Sergeant Kranek or Sergeant Stein of the Chief's Office; fill it out and deposit it with either of these officers.

These applications will then be processed and the permit stickers will be forwarded to the central point to which the applicants are assigned. Those who have no central point of assembly or assignment will contact Sergeant Kranek who will supply the sticker.

There will be no cost to the individual for these permits and will be valid for the year 1960 only. New applications will have to be made and new stickers issued early in 1961.

(CONTINUED)

MEMORANDUM

FROM

Frank W. Story

CHIEF OF POLICE

M-44-60

-3-

July 6, 1960

The stickers are gummed on the face side and should be lightly moistened before applying to the lower right hand corner of the windshield.

Only one sticker will be supplied to any individual.

Stickers found on unauthorized vehicles will be removed, the permit canceled and the person to whom it was issued will not be eligible for another permit.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

MEMORANDUM

FROM

CHIEF OF POLICE

M-40-60

June 23, 1960

SUBJECT: REPORTS ON FIREARMS SEIZED OR
CONFISCATED

Inspector Albert Wallace,
Executive Officer.

You will cause all members of the department to become familiar with the following regulations regarding the reporting of firearms or other weapons seized or confiscated.

In all cases where firearms have been seized, members of the department shall indicate in their Firearm Seized report, the name (alias if any), birth date, race and sex of the person involved, the precise type of weapon, serial number and date it was seized. Members shall include the last two places of employment of the person. Recommendation for the disposition of the weapon by the officer concerned is to be incorporated in this report.

Because of the record search and firearm examination, it is obvious that at least one week must elapse before any disposition of the weapon can be made. Members shall refrain from informing the persons from whom the firearms are seized. To go to the Chief's Office the following day or two and obtain the seized weapons.

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 14 HEADQUARTERS May 12, 1959

SUBJECT: ACCIDENTS, CITY PROPERTY, NECESSITY OF
COMPLETE INVESTIGATION - PHOTOGRAPHS,
STATEMENTS AND INSPECTIONS

Timothy J. Costello, Inspector
Executive Officer

The following procedure must be followed in all accidents occurring on City Property or which involve City Property:

1. Investigating members of the Division of Police shall interview the injured party and all witnesses and obtain from them a description of the accident and other pertinent particulars.

2. The investigating members shall reduce to writing the statements of the injured party and all witnesses. The statement shall include a description of what caused the injury, such as ice, snow, defect, foreign object. If the injury was caused by a foreign object it should be identified. The statement shall also include in the case of a witness, whether the witness felt that the injured party was at fault and the reason. If there is a refusal to give a written statement or if the injured party is physically unable to give a statement the reason should be set forth on the supplementary investigation report. Persons unable to sign with their usual writing hand shall sign with the other hand or make a mark such as "X" or "OK" and the mark should be witnessed by the investigating officer.

(CONTINUED)

GENERAL POLICE ORDER

NO. 14 HEADQUARTERS May 12, 1959

SUBJECT: ACCIDENTS - CITY PROPERTY, ETC.

-2-

The injured party often states that the accident was caused by snow or ice on the sidewalk and that there was no defect in the street or sidewalk. Should any information similar to this be discovered it should be included in the signed statement obtained from him.

3. The investigating members shall make an immediate inspection of the scene of the accident. The report of this inspection on the supplementary investigation report should include a detailed description of what caused the injury. For instance, if there was a hole, the dimensions and depth should be given or if there was a difference in elevation of sidewalk slabs this difference should be calculated. The investigating officer should indicate what the injured party was doing, i.e. running, walking, etc. If the injured party had been drinking, this fact should be included.

4. Photographs shall be taken of the scene at the time of the investigation or as soon afterward as possible. They should be taken even though the investigation discloses no defects or obstructions. If the injury was at night pictures should be taken and should be followed up the next day with daylight photographs. Barricades and flares placed at the scene after the accident shall be set aside until the photographs are taken and then replaced. Barricades and flares placed at the scene before the accident shall remain in place when the

(CONTINUED)

GENERAL POLICE ORDER

No. 14 HEADQUARTERS May 12, 1959

SUBJECT: ACCIDENTS - CITY PROPERTY, ETC.

-3-

pictures are taken. Officers in uniform should not place themselves in the photographs unless it is absolutely necessary to do so to control traffic. Photographs involving accidents on C.T.S. buses or C.T.S. property need not be taken unless specifically requested by the Law Department or by C.T.S. The investigating members shall be responsible for seeing that the exact location of the scene is transmitted to members assigned to take photographs. The negatives shall be sent to the Law Department for filing and the report of the photographer should also be sent to the Law Department.

5. In the original report to the Report Center, investigating members shall state where, when and to whom the accident happened. They shall make, in addition to the report to the Report Center, a supplementary investigation report on all such accidents. This supplementary report shall contain the detailed investigation information. All reports and copies thereof shall be sent to the Department of Law for permanent filing. The Record Room shall make a memorandum card of the accident with the information that the report is filed with the Department of Law.

Commanding Officers shall see that the members under their command are familiar with the provisions of this Order and that they comply strictly.

(CONTINUED)

GENERAL POLICE ORDER

No. 14 HEADQUARTERS May 12, 1959

SUBJECT: ACCIDENTS - CITY PROPERTY, ETC.

-4-

This Order shall be read at roll calls for the next three (3) days.

General Orders 191-46, issued December 23, 1946; 113-50 issued November 14, 1950; 119-51 issued July 12, 1951 and 153-54 issued September 10, 1954 are hereby rescinded.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. (24-59) HEADQUARTERS November 2, 1959

SUBJECT: INJURY OR DEATH TO POLICE OFFICER, ACCIDENTS,
CITY PROPERTY, NECESSITY OF COMPLETE INVEST-
IGATION - PHOTOGRAPHS, STATEMENTS AND IN-
SPECTIONS.

Albert C. Wallace, Inspector
Acting Executive Officer.

The following procedure must be followed in all cases of serious injury or death to a police officer in performance of duty and all accidents occurring on City Property or in which City Property is involved:

1. Investigating members of the Division of Police shall interview the injured party and all witnesses and obtain from them a description of the accident and other pertinent particulars.

2. The investigating members shall reduce to writing the statements of the injured party and all witnesses. The statements shall include a description of what caused the injury, such as ice, snow, defect, foreign object. If the injury was caused by a foreign object it should be identified. The statement shall also include in the case of a witness, whether the witness felt that the injured party was at fault and the reason. If there is a refusal to give a written statement or if the injured party is physically unable to give a statement the reason should be set forth on the supplementary investigation report. Persons unable to sign with their usual writing hand shall sign with the other hand or mark such as "X" or "OK" and the mark should be witnessed by the investigating officer.

(CONTINUED)

GENERAL POLICE ORDER

No. 24-59 HEADQUARTERS November-2, 59

SUBJECT: _____

-2-

The injured party often states that the accident was caused by snow or ice on the sidewalk and that there was no defect in the street or sidewalk. Should any information similar to this be discovered it should be included in the signed statement obtained from him.

3. The investigating members shall make an immediate inspection of the scene of the accident. The report of this inspection on the supplementary investigation report should include a detailed description of what caused the injury. For instance, if there was a hole, the dimensions and depth should be given of if there was a difference in elevation of sidewalk slabs that difference should be calculated. The investigating officer should indicate what the injured party was doing, i.e. running, walking, etc. If the injured party had been drinking, this fact should be included.

4. Photographs shall be taken of the scene at the time of the investigation or as soon afterwards as possible. They should be taken even though the investigation discloses no defects or obstructions. If the injury was at night, pictures should be taken and should be followed up the next day with daylight photographs. Barricades and flares placed at the scene after the accident shall be set aside until the photographs are taken and then replaced. Barricades and flares placed at the scene before the accident shall remain in place when the pictures are taken.

(CONTINUED)

GENERAL POLICE ORDER

No. 24-59

HEADQUARTERS November 2, 1959

SUBJECT: _____

-3-

Officers in uniform should not place themselves in the photographs unless it is absolutely necessary to do so to control traffic. Photographs involving accidents on CTS buses or CTS property need not be taken unless specifically requested by the Law Department or by CTS. The investigating member shall be responsible for seeing that the exact location of the scene is transmitted to members assigned to take photographs. The negatives shall be sent to the Law Department for filing and the report of the photographer should also be sent to the Law Department.

5. In the original report to the Report Center investigating members shall state where, when and to whom the accident happened. They shall make, in addition to the report to the Report Center, a supplementary investigation report on all such accidents. This supplementary report shall contain the detailed investigation information. All reports and copies thereof shall be sent to the Department of Law for permanent filing. The Record Room shall make a memorandum card of the accident with the information that the report is filed with the Department of Law.

Commanding Officers shall see that the members under their command are familiar with the provisions of this Order and that they comply strictly.

This Order shall be read at roll calls for the next three (3) days.

(CONTINUED)

GENERAL POLICE ORDER

No. 24-59

HEADQUARTERS November 2, 1959

SUBJECT: _____

-4-

General Order #14-59, issued May 12, 1959
is hereby rescinded.

By Order of,

FRANK W. STORY
CHIEF OF POLICE

GENERAL POLICE ORDER

NO. 7-58

HEADQUARTERS February 20, 1958

SUBJECT: SIGNATURE - TRAFFIC ACCIDENT FORM 1-B

Timothy J. Costello, Inspector
Executive Officer

Officers in command of stations are required to examine and sign all reports turned in to them by subordinate officers.

This procedure has not been followed in the making of traffic accident reports, on traffic accident report Form 1-B, the reason for this being that this Form is one that has been devised by the National Safety Council and has no provision on it for the signature of the reviewing officer. Therefore, all Form 1-B reports made after this date that are submitted by subordinate officers, will bear the signature of the Officer-in-Charge of the station, or to whom the report has been submitted. This signature should be on the bottom line of the first page of this report showing that it has been reviewed by him and the date when he has examined it.

Superior Officers assigned to investigate a traffic accident in which a member of this department, in a police vehicle, is involved, will state in his special report on the investigation of such accident, that he has examined the original traffic accident report and that the facts therein coincide with the facts as determined by him through his investigation, or where there is a variance, explain the reason for this variance or conflict of statements.

By order of



FRANK W. STONY
CHIEF OF POLICE

KWS:sc

MEMORANDUM

FROM

Frank W. Story

CHIEF OF POLICE

103-49 & 151-49 Re Issue Mess 31 May 22, 1950

Commanding Officers;

Re-Issue and reteletype of order 103-49 and 151-49 originally issued and teletyped under date of July 9, 1949, is being re-issued in order to familiarize recently appointed personnel with the provisions thereof.

It is mandatory that complete accident reports be forwarded promptly to the Accident Prevention Unit since completeness of such reports is necessary and required before distribution of such reports to their proper destination can be effected by the Accident Prevention Unit.

Correction on above paragraph should read first order 151-49 originally issued and teletyped under date of October 25, 1949, is being re-issued and re-teletyped for the following reasons.

Particular emphasis must be given to the reports required in item five of Order 151-49. (Reports on estimate of damage and ruling of prosecutor.) And item six (Reports on final disposition of case in Police Court in the event of prosecution.) Commanding officers shall see to it that order 151-49 is strictly complied with particularly items five (5) and six (6) Thereof.

By Order of
Geo. J. Matowitz
Chief of Police.

MEMORANDUM

FROM:

Frank W. Story

CHIEF OF POLICE

G P O 151-49 (PageTwo)

All copies of the above traffic accidents reports shall be forwarded to the accident prevention unit office with the following exception;

One copy (not the original) of the form 1 report made by the officer driving or in charge of the police vehicle involved in the traffic accident, which copy shall be forwarded to the police repair shop in company with the damaged vehicle so that an estimate of the damage can be immediately made. Further the damaged vehicle shall and must be taken to the police repair shop without delay. A notation shall also be forwarded to the accident Prevention Unit and attached to the copies of the reports to indicate that the required copy was forwarded to the police repair shop.

The Lieutenant in charge of the Accident Unit office, upon receipt of all the above specified traffic accident reports, shall effect the distribution of the various reports to their proper destination, as outlined in a procedural memorandum on file at that office.

A record shall be kept at the Accident Prevention Unit office showing the date, location, type (fatal, non-fatal or damage) and code number and type of police vehicle of each accident case involving police vehicles and /or police personnel while on duty, and of the distribution of the copies of such reports.

Commanding officers shall see to it that there is strict compliance with the provisions of this order, also that all copies of the various traffic accident reports are legible.

BY ORDER OF Geo. J. Matowicz
Chief of Police

Page 51

GENERAL POLICE ORDER

No. 31-62 HEADQUARTERS November 9, 1962

SUBJECT: ANNUAL FURLOUGH - YEAR 1963

Albert C. Wallace, Inspector
Executive Officer

Commanding Officers of the various Districts and Bureaus and the Officers-in-charge of the "Special Services" as designated in the Furlough Plan (a copy of which will be forwarded to the various Districts and Bureaus) shall forward a schedule showing the total number of Officers in each rank and the total number of Patrolmen that are to be allotted to each furlough period. This schedule shall be in the office of the Chief of Police on or before 9:00 A.M., November 15, 1962.

The names of Officers and Patrolmen, or their badge numbers are not to be included in this list.

The official November beat list is to be used for the purpose of preparing this schedule.

Furloughs shall be drawn in accordance with submitted schedule.

For rule determining seniority in drawing furloughs refer to General Order 28-61, Nov. 15, 1961, teletype message #85.

The selection of furloughs will be held at the various Districts and Bureau headquarters and the Officers of the "Special Services", as indicated in the mimeographed plan, on Monday,

(CONTINUED)

Rescinded by G.P.O. 17-66

GENERAL POLICE ORDER

No. 30-62 November 6, 62
HEADQUARTERS _____ 19
SUBJECT: PAYROLL SHEETS

-2-

If for any reason none of the persons listed to act as agents is available to receive these pay checks, a form entitled "Designation of Substitute to Pick Up Pay Checks" is to be filled out and signed by one of those originally named as agent.

The person named as agent to pick up these pay roll checks will sign for them on the bottom of the pay roll sheet which will be made available for this signature and receipt by the City Treasurer.

These pay roll sheets are to be forwarded to the Chief's Office as at present.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 30-62 HEADQUARTERS November 6, 1962

SUBJECT: PAYROLL SHEETS

Inspector Albert C. Wallace,
Executive Officer.

You will cause all members of the department to be notified of the following:

In the future pay rolls will be made up by I. B. M. accounting machines in the Detective and Traffic Bureaus and will be forwarded to the District, Bureau or Unit several days prior to the official payday.

These new pay roll sheets are to be signed by each member on the pay roll sheet of his District, Bureau or Unit. This signature is not signed as a receipt for having received a pay check. It is a signature authorizing the City Treasurer to pay to the person whose name appears thereon as his agent to receive his pay check.

These pay roll authorization sheets are made up for the next succeeding two week work period. For instance:- One dated and signed November 3, 1962, is for the work period ending November 15, 1962.

The names of two or three persons who are to be authorized to act as agent for the signatories are to be entered or listed on these sheets.

(CONTINUED)

GENERAL POLICE ORDER

NO. 29-62 HEADQUARTERS October 24, 1962

SUBJECT : TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

You will cause the following transfers to
be effective Thursday, October 25, 1962:

626 Elmer Cummins from Traffic to Dist. 4
151 John P. O'Donnell from Traffic to Dist. 6
1210 William Greller from Dist. 1 to Dist. 5

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 28-62 HEADQUARTERS October 15, 1962

SUBJECT: TRANSFERS AND ASSIGNMENTS

Albert C. Wallace, Inspector,
Executive Officer.

The following transfers are effective
Tuesday, October 16, 1962:

Dep. Insp. Mel Massey	- District 5 to District 3 (Night Command)
Dep. Insp. H. Antel	- District 3 (Night Com- mand) to District 2.
Dep. Insp. G. Rademaker	- District 2 to District 5.

By order of,
FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

26-62 September 28, 62
No. _____ HEADQUARTERS _____ 19 _____

SUBJECT: ELECTION DAY SALES OF ALCOHOLIC BEVERAGES

Inspector Albert C. Wallace,
Executive Officer

You will cause all members of the department to be informed of the following communication from Richard F. Matia, Chief Police Prosecutor, and they are directed to conduct themselves accordingly:

"Pursuant to your request for an interpretation of the Ohio Attorney General's ruling in regard to the sale of alcoholic beverages on Election Days, this is to advise you that the law applicable to the non-sale of alcoholic beverages by permit holders is restricted on the first Tuesday after the first Monday in the month of November of the odd-numbered years; and that the sale of said beverages is prohibited on the Primary Election Day held in May and the General Election Day held in November of the even-numbered years. The sale of alcoholic beverages is not prohibited on any other election days during the year."

The Attorney General's Opinion referred to is No. 2451. A copy of this opinion is on file at this Office.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

25-62

September 27, 62

No. _____

HEADQUARTERS _____

18 _____

NEW MOVING VIOLATION CITATION FORM:- ADDI-
SUBJECT: TIONAL INSTRUCTION ON USAGE AND ACCOUNTING.

-4-

Where other valid reasons exist for void-
ing a citation, the issuing officer may
use the reverse side of the form for his
explanation.

V. (a) All voided forms must be signed by the
Officer in Charge.

(b) All voided forms when properly marked and
signed by the Officer in Charge are to be
entered in the Prisoner Receipt Book and
forwarded in proper numerical order as in
the case of a valid citation form.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

25-63

September 27, 62

No. _____ HEADQUARTERS _____ 19____

NEW MOVING VIOLATION CITATION FORM:- ADDI-
TIONAL INSTRUCTION ON USAGE AND ACCOUNTING.
SUBJECT: _____

-3-

Hard copies are not legible due to failure to replace worn carbon sheet or lack of pencil pressure. This occurs in about 10% of the cases.

III. Voiding of Citation Form:-

Because of error in violator signing in improper space;

Issuing officer made clerical error for any reason;

Cited person found to be a Juvenile after citation form had been started;

Where officer finds it necessary to make physical arrest after form has been started.

IV. Method of Voiding Citation Form:-

Should it be found necessary to void a citation for any reason, including above, the citation shall be marked VOID in large letters across the face of the form and a new form shall be filled out and the number of the new form shall be noted on the face of the voided form. Where a Juvenile Citation Form is substituted, the entry shall read "Juvenile Form number...." and shall appear on the face of the voided form.

(CONTINUED)

VOIDING CITATIONS

GENERAL POLICE ORDER

25-62

September 27, 62

No. _____ HEADQUARTERS _____ 19 _____

NEW MOVING VIOLATION CITATION FORM:- ADDI-
TIONAL INSTRUCTION ON USAGE AND ACCOUNTING.
SUBJECT _____

-2-

(e) Accident citations shall be for the 10th day following the issuance date, Sunday and Holidays excluded.

II. Officers in Charge shall require all citations turned in by each individual officer at conclusion of his tour of duty to be entered in the Prisoner Receipt book in numerical order; i.e. Ticket # Z-798 - 799 - 800 - 801, and citations shall be maintained and delivered to Unit of Records in that order.

This will expedite the proper accounting of citations by Record Room personnel and will minimize loss and confusion.

Officers in Charge of stations shall check Prisoner Receipt books to determine that this regulation is complied with and shall not forward them until it has.

Some of the errors and/or omissions, but not necessarily all, are as follows:-

Issuing officers fail to enter their names, rank or number and unit of assignment.

Signatures of cited persons are missing or entered in wrong area such as the Affidavit Form.

(CONTINUED)

GENERAL POLICE ORDER

25-62

September 27, 62

No. _____ HEADQUARTERS _____ 19____
NEW MOVING VIOLATION CITATION FORM:- ADDI-
TIONAL INSTRUCTION ON USAGE AND ACCOUNTING.
SUBJECT: _____

Inspector Albert C. Wallace,
Executive Officer.

You will cause all members of the department to be advised that the above captioned regulations will be effective as of Friday, September 28, 1962, and that they are hereby directed to comply with them as of that date.

I. (a) Schedule for setting Court Days:-

Day of Week issued	Court Day
Monday	Friday
Tuesday	Saturday (A.M. Only)
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Saturday & Sunday	Thursday

- (b) Speeding cases shall be set for 1:00 P.M. All other moving violations shall be set for 9:00 A.M. No exceptions.
- (c) In the event the court is closed on regularly scheduled court day, citations shall be set for the day immediately following the closed court day (Holiday, etc.)
- (d) All citations shall be delivered to the Unit of Records prior to 9:00 A.M. of the day immediately following the issuance date, excluding Sundays or Holidays.

(CONTINUED)

Received by N.P.O. 8-67
Re R.N. N.P.O. 39-62

GENERAL POLICE ORDER

NO. 24-62

HEADQUARTERS September 18, 62

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector
Executive Officer

The following transfers are effective
forthwith:-

Sgt. Albert Landreth Traffic Bureau to
 District 5

Sgt. Leo Peters District 5 to the
 Traffic Bureau

By order of

FRANK W. STORY
CHIEF OF POLICE

GENERAL POLICE ORDER

23-62

August 24, 62

No. _____ HEADQUARTERS _____ 19 _____

**NEW TRAFFIC CITATION FORM - DISTRIBUTION
SUBJECT: AND USAGE**

Albert C. Wallace, Inspector,
Executive Officer.

Effective 12:01 A.M., September 1, 1962 the new type of traffic citation form shall be used when making traffic violation arrests. It is a three part form which embodies an affidavit. The citations are serially numbered and bound twenty citations per book. Each book is also numbered.

A detailed instruction sheet entitled "NEW TRAFFIC CITATION FORM - DISTRIBUTION AND USAGE", has been prepared and is being issued as an integral part of this General Order (23-62) and is to be so regarded in its entirety. It shall be included in the official binder of General Orders of each command.

Each member of the department is to receive a copy of this instruction sheet which shall be combined with his book of Rules and Regulations governing the Division of Police. Sufficient copies of the instruction sheet are being forwarded to each command.

The old type of traffic citation, in use at the present time, is to be discontinued at 12:00 Midnight, August 31, 1962. The books or portions thereof of this discontinued traffic citation are to be collected, packaged and returned to the departmental Store Room, 1600 East 19 St., on or before September 10, 1962.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

Resumed by G.P.O. - 8-67

GENERAL POLICE ORDER

22-62

August 14, 62

No. _____ HEADQUARTERS _____ 19 _____

SUBJECT: VEHICLES SENT TO HEADQUARTERS FOR
PROCESSING BY S.I.U.

-2-

2. The officer at the Scientific Identification Unit receiving the call shall make a short memo of the information received. If received at the Detective Bureau (line 361) the officer receiving the information shall immediately, or soon after as is possible, convey the information received to personnel at the Scientific Identification Unit.
3. A Form 1 report shall be made by the requesting officer and forwarded to personnel of the Scientific Identification Unit before such officer reports off duty.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

22-62

August 14, 62

No. _____ HEADQUARTERS _____ 19 _____

SUBJECT: VEHICLES SENT TO HEADQUARTERS FOR
PROCESSING BY S.I.U.

Albert C. Wallace, Inspector,
Executive Officer.

You will cause all members of the department to be notified of the following change in procedure in the processing of motor vehicles by members of the Scientific Identification Unit:

Whenever any motor vehicle is sent to the headquarters garage for processing, the member requesting the examination shall:-

1. Call the Scientific Identification Unit by telephone at the earliest convenient time on departmental line 327, or, if no one is available at the time, call the Detective Bureau on line 361 giving the following information:
 - A. The nature of the processing desired (fingerprint, firearms, sperm, blood as the case may be indicated).
 - B. The crime involved.
 - C. The name of the victim.
 - D. The name (s) of associates of the victim.
 - E. The names of all personnel whose prints may be on or in the car. (The last three for purposes of elimination of prints that may be found.)

(CONTINUED)

GENERAL POLICE ORDER

21-62

August 7, 62

No. _____ HEADQUARTERS _____ 19____

SUSPENSION OF PATROLMEN JOSEPH E. BROWN
NO. 155 AND LEON JACKSON NO. 268

SUBJECT : _____

Albert C. Wallace, Inspector,
Executive Officer.

Patrolman Joseph E. Brown No. 155 and
Patrolman Leon Jackson No. 268 have been sus-
pended this date by me for violation of the
Rules and Regulations of this Department, for
hearing before the Director of Public Safety.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 20-62 HEADQUARTERS August 1, 1962

SUBJECT: REINSTATEMENT AND TRANSFER

Inspector Albert C. Wallace,
Executive Officer.

In accordance with the mandate from the Civil Service Commission of the City of Cleveland, Kenneth Orlowe, Patrolman 1625, is this day, August 1, 1962, restored to duty and will be assigned to the 6th District.

TRANSFER

The following transfer will be effective as of August 2, 1962:

1105 Howard Filler 1st District to Bureau of Communications

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 19-62 HEADQUARTERS July 31, 1962
SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

-2-

Sergt. Edward Kozelka	From Dist. 3 to Dist. 1
Sergt. Bernard Schweter	From Dist. 5 to Dist. 3
Sergt. Leroy Jones	From Dist. 2 to Dist. 1
Sergt. Wm. Huntington	From Dist. 1 to Dist. 2
449 Victor Kovacic	From Dist. 6 to S.I.U.
963 William Traine	From Dist. 6 to Communica.
1602 Robert Lee	From Dist. 3 to Dist. 6

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 19-62 HEADQUARTERS July 31, 1962

SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

The following promotions, assignments and transfers are effective August 1, 1962:

Lieut. Geo. Sperber promoted to Captain and
assigned to the Detective Bureau.
Sergt. Daniel Jamieson promoted to Lieutenant
and assigned to Bureau of Traffic.
Sergt. Wesley Denzine promoted to Lieutenant and
assigned to District 3.
1643 Anthony Slezak promoted to Sergeant and
assigned to District 3.
1258 Thomas McGinty promoted to Sergeant and
assigned to District 4.
1628 Leo Peters promoted to Sergeant and
assigned to District 5.
128 Frank Sereika promoted to Sergeant and
assigned to Bureau of Communications.

TRANSFERS

Capt. Jos. Skala	From Dist. 1 to Dist. 2
Capt. Norman Rayner	From Dist. 2 to Dist. 4
Sergt. Russell Springstubb	From Dist. 5 to Dist. 1
Sergt. Stanley Deka	From Dist. 4 to Det. Bur.
Sergt. John Salzgeber	From Dist. 3 to A.I.U.
Sergt. James Bruen	From AIU to Pub. Rel.
Sergt. Richard Vlana	From Bur. Comm to Dist. 5

(CONTINUED)

GENERAL POLICE ORDER

No. 18-62 HEADQUARTERS July 13, 62
SUBJECT: TRANSFERS

MEMBERS OF THE DEPARTMENT:

The following transfers are effective
July 16, 1962:

630 James Brindza - From Dist. 4 to Det. Bur.
610 Richard Craig - From Det. Bur. to Dist.4

By order of,

ALBERT C. WALLCE, INSPECTOR
EXECUTIVE OFFICER
ACTING CHIEF

GENERAL POLICE ORDER

No. 17-62 HEADQUARTERS July 7, 1962

SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

MEMBERS OF THE DEPARTMENT:

The following promotions, assignments
and transfers are effective July 9, 1962:

Captain Harry Antel promoted to Deputy Inspector
and assigned as Night Chief

Lieut. James Birmingham promoted to Captain and
assigned to District 5

Sergt. Carl Delau promoted to Lieutenant and
assigned to District 5

#1396 Russell Springstubb promoted to Sergeant
and assigned to District 5

Captain John Fitzgerald transferred from
District 5 to District 6

Lieut. Lloyd Garey transferred from District
5 to District 3

Sergeant Thomas Dever transferred from District
5 to Bureau Special Investigation -
Detective Bureau.

By order of

ALBERT C. WALLACE, INSPECTOR
EXECUTIVE OFFICER
ACTING CHIEF

GENERAL POLICE ORDER

No. 16-62 HEADQUARTERS June 19, 19 62

SUBJECT: TRANSFER

Albert C. Wallace, Inspector,
Executive Officer

The following transfer will be effective
June 20, 1962:

Patrolman Edward Hyson No. 1391 from District
3 to Record Unit.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 15-62 HEADQUARTERS May 31, 62
19

SUBJECT: REINSTATEMENT

Albert C. Wallace, Inspector,
Executive Officer.

Jay Howard who resigned from the Department
as of February 12, 1962, has been reinstated
effective June 1, 1962. He will have badge
No. 407 and is assigned to the 3rd District.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

14-62

May 28, 62

No. _____ HEADQUARTERS _____ 18 _____
MINOR INJURIES TO BE TREATED AT MEDICAL
AND SURGICAL UNIT
SUBJECT: _____

Inspector Albert C. Wallace,
Executive Officer.

You will cause all members of the department
to be notified of the following:

Any member of this department sustaining
any minor injury, either on or off duty, and for
which he desires medical attention without cost
to himself, will report for such treatment to
the Medical and Surgical Unit of this department.

Should the injury be sustained during the
hours the Medical and Surgical Unit is not open,
the member shall report for such treatment the
next time it is open.

Where the injury is of so serious a nature
that immediate medical attention is urgent, the
member shall be taken to the nearest hospital
for emergency treatment.

Any member receiving medical attention other
than above outlined will do so at his own cost.
Bills for such service will not be honored by
the department.

Nothing herein contained shall be construed
to mean or imply that members injured on or off
duty are prohibited from obtaining medical
attention at a hospital where the injury is of a

(CONTINUED)

GENERAL POLICE ORDER

No. 13-62 HEADQUARTERS May 15, 1962

SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

The following promotion, assignments and
transfers are effective May 16, 1962:

1603 Edward H. Lehane - Promoted to Sergeant and
assigned to Record Unit.

638 James Wandra - Det. Bur. - Assigned to
Spec. Investigation

1546 Richard Dierker - From Dist. 2 to Det. Bur.

394 Vitus Zelinskas - From Bur. Traffic to
Bur. Services and Welfare

1589 William Vannucci - From Dist. 3 to Dist. 1

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

12-62 April 24, 62
No. _____ HEADQUARTERS _____ 19____
TRANSPORTING OF COMMUNICABLE DISEASE
SUBJECT: PATIENTS AND DECONTAMINATION OF VEHICLE.

- 4 -

All previous orders and memoranda issued
in this connection prior to this date are here-
by rescinded.

By order of

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

12-62 April 24, 62
No. _____ HEADQUARTERS _____ 19____
TRANSPORTING OF COMMUNICABLE DISEASE
SUBJECT: PATIENTS AND DECONTAMINATION OF VEHICLE

- 3 -

discovered that a prisoner transported was suffering from a communicable disease.

The Health Department should be contacted immediately in the rare instances when smallpox, diptheria or poliomyelitis is encountered. The Health Department will then advise any further action to be taken; however, the vehicles should be scrubbed out with soap and water as above described in addition to any other measures recommended by the Health Department at a later time.

In every case where a person suffering from any communicable disease is encountered, the Medical Bureau is to be advised by the Radio Dispatcher's Office as soon as possible for determining what prophylactic treatment, if any, is indicated for the members who have come in contact with the communicable disease.

The members who have handled the communicable disease shall make a Form 1 report as soon as possible and forward it to the Medical & Surgical Bureau. This report should contain all particulars as to the nature of the disease, where the patient was transported from, whether or not he had been incarcerated in any of our jails, where the patient was finally transported and whether or not the vehicle was decontaminated as herein described.

(CONTINUED)

GENERAL POLICE ORDER

12-62 April 24, 62
No. _____ HEADQUARTERS _____ 19____
TRANSPORTING OF COMMUNICABLE DISEASE
PATIENTS AND DECONTAMINATION OF VEHICLE
SUBJECT: _____

- 2 -

Where in the event of any emergency, persons suffering from a communicable disease are transported in a regular police vehicle and where the disease is believed to be either one of the so-called childhood minor contagion cases or one of the major cases of communicable disease, then the interior of the vehicle, upon the advice of J. Glenn Smith, M.D., Commissioner of Health of the City of Cleveland, is to be thoroughly scrubbed with soap and water, using a long-handled brush, and the vehicle is to be aired out for approximately one hour before being returned to service. Vehicles and equipment which cannot be scrubbed with soap and water should be aired out for a longer period of time, approximately two to three hours. Linen and blankets used in transporting the case should be placed in a separate laundry bag and marked "used in handling communicable disease," and then returned to the Ambulance Supply Room. Doctor Smith further advises that cellblocks where these prisoners may have been confined should be decontaminated in the same manner.

A long handle brush will be supplied to each district. Where the vehicle is stationed in a sub-station, it is to be taken to the district headquarters for decontamination. This should be done by the crews assigned to the vehicle immediately upon completion of the transportation of the prisoner or immediately upon it being
(CONTINUED)

GENERAL POLICE ORDER

No. 12-62 April 24, 62
HEADQUARTERS 19
SUBJECT: TRANSPORTING OF COMMUNICABLE DISEASE
PATIENTS AND DECONTAMINATION OF VEHICLE

Inspector Albert C. Wallace,
Executive Officer.

You will cause the following regulations and techniques regarding the transportation of patients found to be suffering from a communicable disease to become effective as of this date.

The following procedures are to be used in the event that any type police vehicle is used in the transportation of persons known, suspected, or later determined to have been infected with a communicable disease.

No persons known to be infected with any communicable disease are to be transported in any of our police vehicles unless there are other complications which make it mandatory that this patient be treated as an emergency case, or where the nature of regular police work necessitates such transportation.

All requests for the transportation of persons suffering with a communicable disease and where no emergency exists are to be referred to Metropolitan General Hospital, Admitting Doctor at Toomey Pavilion, or to the Sanitary Unit of the Police Department who is equipped to transport certain types of communicable disease.

(CONTINUED)

GENERAL POLICE ORDER

No. 11-62 April 5, 1962
HEADQUARTERS

SUBJECT: TRANSFERS - ASSIGNMENTS

-3-

414	Ronald Fort	Dist. 4
278	Andrew N. Kastak	Dist. 5
361	Heinrich J. Ortag	Dist. 5
382	Rudolf A. Scuro	Dist. 5
463	Ralph Tescar	Dist. 5
72	Kenneth Childers	Dist. 5
240	Ralph J. Howard	Dist. 5
160	Ronald F. Heinz	Dist. 6
196	James C. Holliday	Dist. 6
449	Victor Kovacic	Dist. 6
280	Dennis N. Kehn	Dist. 6
372	Guy V. Ricketti	Dist. 6
376	Charles M. Schwandt	Dist. 6
395	Anthony E. Zalar	Dist. 6
401	Edward Ziegelmeyer	Dist. 6
301	Kenneth E. Luzius	Dist. 5

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 11-62HEADQUARTERS April 5, 62
19SUBJECT: TRANSFERS - ASSIGNMENTS

-2-

660	Richard Wargo	Dist. 4 to Communications
1190	Chester Peltz	Communications to Dist. 4
1800	Aloysius Jezior	Dist. 2 to Traffic Bur.
344	Russell Cappelletti	Dist. 2 to Traffic Bur.
397	Mathew Pitesa	Dist. 2 to Traffic Bur.
1253	Daniel Mahon	Dist. 3 to Traffic Bur.
1721	Albert Innocenzi	Dist. 4 to Traffic Bur.
842	Robert Horschler	Dist. 4 to Traffic Bur.
1063	Francis Viancourt	Dist. 5 to Traffic Bur.
1713	Eugene Withers	Dist. 6 to Traffic Bur.
998	Alvin Character	Dist. 6 to Traffic Bur.
1675	Frank Coan	Dist. 6 to Traffic Bur.

FROM POLICE ACADEMY

63	Daniel J. Balogh	Dist. 3
67	Anthony Basta	Dist. 3
93	Gordon Cockrell	Dist. 3
423	Joseph Gallo	Dist. 3
106	Ernest Hayes	Dist. 3
94	Lloyd J. Douglass	Dist. 3
341	Philip P. Meli	Dist. 3
343	James Murphy	Dist. 3
354	Michael J. Myers	Dist. 3
251	Robert Hunt	Dist. 2
331	Thomas E. Mahon	Dist. 2
388	John T. Staimpel	Dist. 2
356	Patrick O'Brien	Dist. 2
371	Robert E. Patton	Dist. 2
45	Anthony Ambris	Dist. 4
62	Ronald T. Baker	Dist. 4
105	Frank W. Faragone	Dist. 4

(CONTINUED)

GENERAL POLICE ORDER

No. 11-62 HEADQUARTERS April 5, 1962

SUBJECT: TRANSFERS - ASSIGNMENTS

Inspector Albert C. Wallace
Executive Officer.

The following transfers and assignments are
effective April 7, 1962:

Lieut. Edward Grieger	Dist. 6 to Det. Bur.
Lieut. Michael Sirkot	Det. Bur. to Sanitary Unit
Lieut. John Delaney	Dist. 3 to Dist. 6
Sergt. Melvin Stahley	Comm. Bur. to Bur. Svcs.
Sergt. Michael Ahrens	Dist. 1 to Communications
Sergt. Wm. Huntington	Dist. 2 to Dist. 1

1396	Russell Springstrub	Traffic to Dist. 5
1271	Albert Lasch	Dist. 5 to Traffic
1662	Stanley Wrona	AIU to Pub. Rel.
300	Robert Hearn	Det. Bur. to AIU
1611	Wm. Marriner	Det. Bur. to Dist. 1
840	Lloyd Van Gunten	Dist. 2 to Dist. 4
996	Nicholas Schilla	Dist. 4 to Dist. 2
1786	Dan Szucs	Dist. 3 to Dist. 2
1233	Robert F. Ruddy	Dist. 1 to Dist. 3
1283	Raymond Wohl	Dist. 2 to Dist. 1
474	Anderson Ridenour	Dist. 6 to Dist. 3
1060	Louis Garcia	Dist. 3 to Det. Bur.
1757	Edward Matuszak	Dist. 6 to Det. Bur.
700	Edward Kovacic	Dist. 6 to Det. Bur.
598	Nicholas Lusk	Dist. 5 to Det. Bur.
1593	Melvin Zapo	Dist. 3 to Det. Bur.
1862	Harry Leisman	Dist. 6 to Det. Bur.
1072	John Vidmar	Dist. 3 to Det. Bur.

(CONTINUED)

GENERAL POLICE ORDER

No. 10-62 HEADQUARTERS March 22, 62

SUBJECT: SUPPLEMENT TO GENERAL ORDER 13-61

Inspector Laurence Choura,
Acting Executive Officer.

You will cause all members of the department to be notified of the following requirement and that commanding officers will be required to see to it that such order is complied with:

Personnel assigned to all radio patrol cars, Basic Patrol, Detective Bureau, Traffic and Accident Investigation Unit, will be required to leave their headquarters as promptly as possible after roll call. Whenever the members assigned to these cars are required to remain at their headquarters for any protracted period, the radio dispatcher's office must be notified by telephone of such delay.

Mobile Patrol cars when on patrol will follow this procedure at time of leaving their quarters and upon return to them.

When any members assigned to these cars have occasion to return to their headquarters for any reason, including reporting off duty, they shall notify the officer in charge of the station of such return and the reason thereof; and members so assigned shall also notify the radio dispatcher by telephone of their whereabouts.

These members shall also notify their officer in charge and the radio dispatcher when they again leave to resume their patrol.

(CONTINUED)

GENERAL POLICE ORDER

No. 10-62

HEADQUARTERS March 22, 19 62

SUBJECT: SUPPLEMENT TO GENERAL ORDER 13-61

-2-

The officer in charge of the station shall inquire as to the reason for such return and allow none to remain in the station for other than police business and see to it that such police business is promptly completed and the members to resume patrol as soon as possible.

The officer in charge of the radio dispatch office will notify the officer in charge of any station whenever the dispatcher is unable to contact for any reason the men assigned to any radio patrol car as above designated. The officer in charge of any station so notified will make every effort to locate the personnel assigned to such car and determine the reason for their not responding to radio broadcasts directed to them.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

9-62

March 14, 62

No. _____ HEADQUARTERS _____ 19____

SUBJECT: USE OF JUVENILE TRAFFIC CITATION
SUPPLEMENTAL FORM

Inspector Laurence Choura,
Acting Executive Officer. *Rec'd 14/62*

You will cause all members of the department
to be advised of the following:

Memorandum No. 109-58 issued by this office
on September 19, 1958, is hereby rescinded and
the following procedure shall be effective
immediately:

The Juvenile Court of Cuyahoga County re-
quires information in addition to that provided
in the present Juvenile Traffic Citation.

A specific Juvenile Traffic Citation Sup-
plementary Form has been developed which will
meet the requirements of the Court. It is a two
part form (WHITE ORIGINAL and GREEN DUPLICATE).
This form shall supersede the use of the Juvenile
Form 107 in TRAFFIC VIOLATION CASES ONLY.

The Juvenile Citation Supplementary Form
shall be used whenever a Juvenile Traffic Citation
is issued, it shall be legible, accurate and as
nearly complete as possible. The WHITE COPY
(original) shall be STAPLED to the white copy
(original) of the Juvenile Traffic Citation and
together with the "hard" or third copy of the
citation be delivered to the Unit of Records
which shall record necessary information and
forward proper copies to Juvenile Court. In the

(CONTINUED)

GENERAL POLICE ORDER

9-62

March 14, 62

No. _____ HEADQUARTERS _____ 19 _____

SUBJECT: USE OF JUVENILE TRAFFIC CITATION
SUPPLEMENTAL FORM

-2-

event a traffic accident is involved in the issuance of a Juvenile Traffic Citation, a copy of the traffic accident report shall also accompany the juvenile citation when delivered to the Unit of Records. The GREEN COPY (duplicate) of the Juvenile Traffic Citation Supplementary Form shall be forwarded, directly, to the JUVENILE UNIT at the Second District Headquarters.

An adequate supply of Juvenile Traffic Citation Supplementary Forms will accompany each book of Juvenile Traffic Citations issued. Bureaus, Districts and Units having a supply of Juvenile Citation books on hand and in use shall draw a supply of the Juvenile Traffic Citation Supplementary Form 71-1061 from the Store Room to accommodate their needs, one pad of Juvenile Traffic Citation Supplementary Forms for each book of Juvenile Traffic Citations.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 8-62 HEADQUARTERS March 5, 19 62

SUBJECT: TRAFFIC ACCIDENT REPORTS

ADDITIONAL INFORMATION REQUIRED

Inspector Laurence Choura,
Acting Executive Officer.

You will cause all members of the department to be notified that reports on traffic accidents will be required to show the name of the employer of the individual in whose name the report is made. The employer's name should be entered in the reports just below the occupation of the driver.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 7-62 HEADQUARTERS February 27, 1962

SUBJECT: REINSTATEMENT

Laurence Choura, Inspector,
Acting Executive Officer.

Joseph Peri who resigned from the Department as of January 27, 1962, has been reinstated effective March 1, 1962. He will have badge No. 1865 and is assigned to District 1.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 6-62 HEADQUARTERS February 15, 62
19

SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

MEMBERS OF THE DEPARTMENT:

The following promotions, assignments and transfers are effective February 16, 1962:

Capt. Albert Luzius promoted to Deputy Inspector and assigned to District 1.

Lieut. Edward Baloga promoted to Captain and assigned to District 3.

Sergt. Herbert Dregala promoted to Lieutenant and assigned to District 2.

1526 Michael Ahrens promoted to Sergeant and assigned to District 1 (Airport).

~~D. Insp. George Smith transferred from 3rd District~~
nights to District 4.

D. Insp. Stephen Szereto transferred from District 4 to District 3 nights in Command of the Department.

Lieut. Edward Becker from District 2 to W. S. Traf.

84 Frank Hanus from E.S. Traffic to Dist. 5.

39 Edward Wagner from Dist. 5 to E.S. Traffic.

1296 Elmer Witzke from Det. Bur. to Dist. 1.

151 John O'Donnell from Dist. 1 to A.I.U.

1000 Alexander Massiello from A.I.U. to Det. Bur.

610 Richard Craig from Dist. 3 to Det. Bur.

1080 William Friderich from Dist. 1 to Civ. Def.

By order of,
ALBERT C. WALLACE, INSPECTOR
EXECUTIVE OFFICER
ACTING CHIEF

GENERAL POLICE ORDER

No. 5-62 HEADQUARTERS February 1 62
19

SUBJECT: Physical Fitness Program

Page 2-

Such person shall continue to reduce his weight each succeeding 30 days or such other period of time at the direction of the Police Surgeon until his weight has been reduced to or below the maximum allowable weight for his age and height.

The weight of each individual will be determined by the Police Surgeon on the scale at the Medical and Surgical Bureau, which will be the official department scale; and all loss or gain of weight will be determined by the Police Surgeon on this official scale.

By order of

FRANK W. STORY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-62 HEADQUARTERS January 17, 62
19

SUBJECT: CHANGE IN BOUNDARIES, ZONES 314, 315,
316 AND 318

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ZONE 316

Payne Ave. at E. 18th St.
SOUTH on E. 18th St. to Euclid Ave.
EAST on Euclid Ave. to E. 55th St.
NORTH on E. 55th St. to Payne Ave.
WEST on Payne Ave. to E. 18th St. - point of origin.

ZONE 318

From Ontario St. and south side of Public Square
EAST on Euclid Ave. to E. 22nd St.
~~SOUTH on E. 22nd St. to Orange Ave.~~
EAST on Orange Ave. to Mayflower.
EAST on Mayflower to Kingsbury Run.
WEST on Kingsbury Run to Cuyahoga River.
NORTH on Cuyahoga River to Stone's Levee to
Eagle Ave. and Ontario St.
NORTH on Ontario St. to Euclid Ave. and Public
Square - point of origin.

For the purpose of patrol these boundaries
will be effective with the first platoon, Thurs-
day, January 18, 1962.

For statistical purposes, the change will be
retroactive to 12:01 AM January 1st, 1962. The
Bureau of Records will reconcile all reports
made this year to conform to the revised bound-
aries.

BY ORDER OF,
FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 3-62 HEADQUARTERS January 16, 1962

SUBJECT: APPOINTMENTS

Albert C. Wallace, Inspector
Executive Officer.

The following named men have been appointed to the position of Patrolman in the Cleveland Police Department, effective January 16, 1962, and will be assigned to the Police Academy until further orders:

414 Ronald J. Fort
423 Joseph Gallo
449 Victor E. Kovacic
463 Ralph C. Tescar

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 2-62 HEADQUARTERS January 15, 62
19

SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

Albert C. Wallace, Inspector
Executive Officer.

The following promotions, assignments and transfers are effective January 16, 1962:

Lieut. Sidney Kershaw promoted to Captain and assigned to District 5.

Sergt. Harold Schwaerzle promoted to Lieutenant and assigned to District 6.

1090 Robert M. Gallagher promoted to Sergeant and assigned to District 3.

Dep. Insp. James Basta from Record Unit to Bureau of Patrol (Special)

Captain Harry Antel From Dist. 5 to Dist. 6

Sergt. Thomas Brown From Dist. 3 to AIU

1764 Daniel Mullen Communications to Dist. 2

814 Robert Richardson Communications to AIU

1654 Frank Horvath Communications to Dist. 4

107 Henry Bielniak Communications to Dist. 4

271 Edwin Donovan Communications to Dist. 3

223 Joseph Bruner Communications to Dist. 1

523 James Koelliker AIU to Det. Bur.

1168 Charles LaMarca Dist. 3 to Det. Bur.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 1-62 HEADQUARTERS Janusry 3, 62
1962

SUBJECT: APPOINTMENTS

Albert C. Wallace, Inspector,
Executive Officer.

The following named men have been appointed to the position of Patrolman in the Cleveland Police Department, effective January 2, 1962, and will be assigned to the Police Academy until further orders:

45 Anthony Ambris	301 Kenneth E. Luzius
62 Ronald T. Baker	331 Thomas E. Mahon
63 Daniel J. Balogh	341 Philip P. Meli
67 Raymond Basta	343 James E. Murphy
72 Kenneth R. Childers	354 Michael J. Myers
93 Gordon L. Cockrell	356 Patrick O'Brien
94 Lloyd J. Douglass	361 Heinrich J. Ortag
105 Frank W. Faragone	371 Robert E. Patton
106 Ernest D. Hayes	372 Guy V. Ricketti
160 Ronald F. Heinz	376 Chas. M. Schwandt
196 James C. Holliday, Jr.	382 Rudolf A. Scuro
240 Ralph J. Howard	388 John T. Staimpel
251 Robert W. Hunt	395 Anthony E. Zalar
278 Andrew N. Kastak, Jr.	401 Edw.H.Ziegelmeier
280 Dennis N. Kehn	

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 32-61 HEADQUARTERS December 29, 1961

SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

-2-

399	Robert Haymond	From Det. Bur. to Dist. 4
628	James Helbig	From Dist. 1 to Det. Bur.
254	Wm. Domenick	From Dist. 4 to Det. Bur.
415	John J. Sullivan	From Det. Bur. to Dist. 4
3	Peter Comodeca	From Dist. 4 to Det. Bur.
1865	Joseph Peri	From Det. Bur. to Dist. 1

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 32-61 HEADQUARTERS December 29, 61

SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

Albert C. Wallace, Inspector
Executive Officer.

The following promotions, assignments and transfers will be effective January 1, 1962:

Sergt. John Delaney	Promoted to Lieutenant and assigned to District 3
1519 Stanley Slivka	Promoted to Sergeant and assigned to Det. Bureau
258 Michael Haney	Promoted to Sergeant and assigned to District 6
691 Jack Latko	Promoted to Sergeant and assigned to Bur. Comm.
849 Patrick Corrigan	Promoted to Sergeant and assigned to District 1
1262 Stanley Deka	Promoted to Sergeant and assigned to District 4
Capt. Joseph Strauss	From Dist. 6 to Juv. Unit
Lieut. Ernest Willcocks	From Dist. 3 to Juv. Unit
Lieut. Harry Weitzel	From Juv. Unit to Dist. 3
Sergt. John Salzgeber	From Dist. 6 to Dist. 3
Sergt. Arthur Pagel	From Det. Bur. to Dist. 3
Sergt. Edward Manney	From Bur. Comm. to Det. Bur.
56 Harold Girsis	Dist. 2 to Dist. 3
1788 Arthur Thomas	From Dist. 3 to Dist. 2
300 Robert Hearn	From AIU to Spec. Inv. Unit
398 Frank Lisiecki	From Dist. 1 to Dist. 4
1760 Robert McKenna	From Dist. 4 to Dist. 1
968 Michael Barrett	From Dist. 3 to Bur. Serv. and Welfare

(CONTINUED)

GENERAL POLICE ORDER

No. 31-61 HEADQUARTERS November 30, 1961

SUBJECT: PROMOTIONS - TRANSFERS

Inspector Albert C. Wallace,
Executive Officer.

The following promotions and transfers will
be effective December 1, 1961:

Sergt. Alex Kozak promoted to Lieutenant and
assigned to District 4.
452 George Seitz promoted to Sergeant and
assigned to District 4.

621	Daniel Donovan - From Dist. 6 to Bur. Traf.
47	Thomas Barrett - From Bur. Traf. to Dist. 6
1575	Thomas Moviel - Dist. 3 to Bur. Comm.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 30-61 HEADQUARTERS November 29, 19 61

SUBJECT: PRISONER REGISTRATION FORM (CLEVELAND METROPOLITAN GENERAL HOSPITAL)

Inspector Albert C. Wallace,
Executive Officer.

Refer to General Police Order No. 27 61

When a prisoner is sent to Cleveland Metropolitan General Hospital by a member of this department, either from a district jail or the jail at Central Station headquarters, for treatment at the emergency room or as an out patient, the officer-in-charge of the Second District shall be notified in the same manner as if the prisoner were confined in the prison ward.

Above paragraph shall be inserted between paragraphs four and five of original order.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 29-61 HEADQUARTERS November 15, 1961

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector
Executive Officer.

The following transfers will be effective
November 16, 1961:

Sergt. Peter Kilbane	- Bur. Comm. to Dist. 6
Sergt. John Hughes	- Dist. 6 to Bur. Comm.
645 Herbert Gau	- Dist. 5 to Pub. Rel.
1086 Robert Foley	- Dist. 5 to Det. Bur.
1617 William Misch	- Traffic Mounted to Dist. 3
876 Arthur Lettierie	- Dist. 3 to Troop C
500 Robert Neary	- Dist. 1 to A.I.U.
180 Emil Cielec	- Dist. 2 to A.I.U.
1620 Robert Musil	- A.I.U. to Dist. 1
1581 Anthony Sabolik	- A.I.U. to Dist. 2

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 28-61 HEADQUARTERS November 15, 1961

SUBJECT: _____

-2-

or dismissal, shall have their seniority for drawing and the number of weeks furlough to which they are entitled calculated from the date on which they were reinstated as members of the Department.

Those members who were reinstated within 30 days of their resignation or dismissal shall have the time calculated from the date of their original appointment.

This shall not effect those who were suspended under charges and were later found not guilty and reinstated as of the day of suspension.

General Order No. 27-59, teletyped under Message No. 31 of November 12, 1959, is hereby rescinded.

The last paragraph of General Order No. 26-61 of November 3, 1961 - ANNUAL FURLOUGH - YEAR 1962- and referring to General Order No. 27-59, is to be disregarded.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 28-61 HEADQUARTERS November 15, 1961

SUBJECT: RULE FOR DETERMINING SENIORITY FOR THE
ORDER OF DRAWING FURLOUGHS AND RULE FOR
DETERMINING THE NUMBER OF WEEKS FURLOUGH
TO WHICH MEMBERS ARE ENTITLED

Albert C. Wallace, Inspector,
Executive Officer.

Members will draw for furloughs in their order of seniority. Patrolmen from the date of regular (not temporary) appointment to the Department. Officers from date of promotion to rank held.

The number of weeks of furlough to which they are entitled will be calculated from the date on which this person entered the city's service.

City service includes employment with the City of Cleveland prior to appointment to the Department, EXCEPTING prior service, either under the old Cleveland Railway System or the present Cleveland Transit System.

Such service must have been continuous with the exception of temporary lay-offs over which the person had no control and no credit will be given for that period of time during which the member did not work.

Members who have resigned or have been dismissed from the department and were later reinstated after thirty (30) days of such resignation

(CONTINUED)

GENERAL POLICE ORDER

27-61 November 7, 61
 No. _____ HEADQUARTERS _____ 19____
 PRISONER REGISTRATION FORM (CLEVELAND
 SUBJECT: METROPOLITAN GENERAL HOSPITAL)

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politan General Hospital.

By order of,
FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

7-01

November 7, 1964

TO: ALL

HEADQUARTERS

10

PRISONER REGISTRATION FORM (CLEVELAND
METROPOLITAN POLICE GENERAL HOSPITAL)

Officer in Charge of the Station at the Second District and the admitting office of the Hospital to that they are aware of the fact that the prisoner is no longer a responsibility of this Department. The Officer in Charge of the Station at the Second District shall not, on any third (prior) date in his file, the date and the time of the release, together with the name of the person so notifying him. The same procedure shall be followed in the event a prisoner is released from custody by reason of expiration of sentence.

When prisoners are being detained in the prison ward of the hospital for "investigation" the nature of the crime for which said prisoner is being held shall be clearly stated on the form (Investigation in connection with _____)

Personnel assigned to the Mobile Patrol or other police vehicle shall not convey a prisoner from an agency outside of the Cleveland Police Department, such as: County Jail, Juvenile Court or Detention Home, Workhouse, etc., without the white and blue (first and second) copies of the prisoner registration form accompanying the prisoner. This prisoner registration form must be filled out by a representative of the agency sending such prisoner to the Cleveland Metro-

(CONTINUED)

GENERAL POLICE ORDER

7 61

November 7, 61

HEADQUARTERS

PRISONER REGISTRATION FORM (CLEVELAND
METROPOLITAN GENERAL HOSPITAL)

2

District Headquarters.

In all other instances, the officer ordering the commitment of a prisoner to the Prison Ward shall immediately notify the Officer-in-Charge of the station at the Second District and shall furnish him with all pertinent information necessary to properly fill in the registration form. The Officer-in-Charge of the station at the Second District shall record all available information on the registration form and shall, in the same manner as mentioned above, forward the first and second (white and blue) copies to the admitting office at Cleveland Metropolitan General Hospital. The third (pink) copy shall become a part of the file in the Second District Headquarters.

It shall be the duty of the Officer-in-Charge of the station, first platoon, at the Second District, to forward before noon of each day, all Prisoner Registration Forms made out during the previous twenty-four hours.

When a prisoner being held by this department in the Prison Ward at Cleveland Metropolitan General Hospital is released from custody by reason of properly executed bond procured in the Office in charge of the jail or the Prison Ward, the officer shall immediately notify the
(CONTINUED)

GENERAL POLICE ORDER

37-61

November 7, 1961

HEADQUARTERS

PRISONER REGISTRATION FORM (CLEVELAND
UNION, METRO CITY GENERAL HOSPITAL)

Inspector Albert C. Wallace,
Executive Officer,

You will require all members of the Department to comply with the following procedure when prisoners are to be confined in the prison ward of Cleveland Metropolitan Hospital.

A prisoner registration form is being placed into use by the Cleveland Metropolitan General Hospital. The purpose of this form is to properly place the financial responsibility for the hospital care of the prisoner. It is a three part form: the first copy is white, the second is blue and the third is pink.

In emergency cases when the prisoner is sent by members of this department directly to the prison ward from the scene of the crime or accident, it shall be the duty of the arresting officer to immediately notify the Officer-in-Charge of the station at the Second District and provide him with the essential information to enable him to properly fill in the prisoner registration form. The Officer-in-Charge of the station at the Second District shall properly fill in all required information on the registration form and forward the first and second (white and blue) copies of the registration form to the admitting office of the Cleveland Metropolitan General Hospital. He shall retain the third (pink) copy which shall become part of a permanent file to be maintained at the Second

(CONTINUED)

1 & 2 COPIES TO METRO GEN HOSP

GENERAL POLICE ORDER

No. 26-61 HEADQUARTERS November 3, 1961

SUBJECT: ANNUAL FURLOUGH - YEAR 1962

-4-

Furlough drawings shall be approved by the Commanding Officer before forwarding to the Chief's Office.

For rule for determining seniority for the order of drawing furloughs and rule for determining the number of weeks furlough to which members are entitled, refer to General Order No. 27-59, teletyped under message No. 31, November 12, 1959.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 26-61 HEADQUARTERS November 3, 1961

SUBJECT: ANNUAL FURLOUGH - YEAR 1962

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furlough period open to repay other men for overtime due them.

Men entitled to a two week furlough may select part A or part B in any one furlough period that is left open to them. In no event can a four or three week furlough man take part B of one furlough period and part A of another furlough period.

The selection of Part A and/or Part B in any furlough period shall be noted in the A-B column of the drawing sheet.

Any officer or Patrolman unable to be present at the time of selection or drawing, by reason of illness or disability, may delegate another member to make the selection for him.

Exchanges of furloughs after these selections have been completed will only be allowed in cases of hardships or for the best interest of the Department and then only by special request approved by the member's Superior Officer and forwarded to the Chief of Police via regular channel.

Furlough draw sheets are to be in the Chief's Office by 9:00 A.M., Monday, December 4, 1961.

(CONTINUED)

GENERAL POLICE ORDER

No. 26-61 HEADQUARTERS November 3, 1961
SUBJECT: ANNUAL FURLOUGH - YEAR 1962

-2-

Deputy Inspectors, Captains, Lieutenants and Sergeants will make their selection according to rank and seniority in rank. Patrolmen will make their selection in order of seniority as determined by date of legal civil service appointment.

Where Deputy Inspectors, Captains, Lieutenants or Sergeants have been promoted on the same date, the order of selection shall be determined by the length of service in the Department, the one having the greater length of service being given first choice, etc. Where Patrolmen have been appointed on the same date, the order of selection shall be by lot.

Each Furlough Drawing sheet shall indicate in a column provided for that purpose, whether a member is entitled to a two week, a three week or a four week furlough.

Each furlough period of the 1962 Furloughs shall be divided into part A and part B. The first two weeks shall be part A and the second two weeks part B.

Men entitled to a four week furlough may draw parts A and B in any one furlough period.

Men entitled to a three week furlough may select part A and one half of part B in any one furlough period, thus leaving the balance of that
(CONTINUED)

GENERAL POLICE ORDER

NO. 26-61 HEADQUARTERS November 3, 1961

SUBJECT: ANNUAL FURLOUGH - YEAR 1962

Albert C. Wallace, Inspector,
Executive Officer.

The Commanding Officers of the various Districts and Bureaus and the Officers-in-charge of the "Special Services" as designated in the Furlough Plan (a copy of which will be forwarded to the various Districts and Bureaus), shall forward a schedule showing the total number of Officers in each rank and the total number of Patrolmen that are to be allotted to each furlough period. This schedule shall be in the office of the Chief of Police on or before 9:00 A.M., Monday, November 13, 1961.

The names of Officers and Patrolmen, or their badge numbers are not to be included in this list.

The official November beat list is to be used for the purpose of preparing this schedule.

The selection of furloughs will be held at the various District or Bureau Headquarters and the Officers of the "Special Services", as indicated in the mimeographed Plan, on Monday, November 27, 1961 at times to be specified by the Commanding Officers or Officer-in-charge, as the case may be.

Inspectors will select furloughs at the Office of the Chief at a date to be specified later.

(CONTINUED)

GENERAL POLICE ORDER

No. 25-61 HEADQUARTERS October 31, 1961

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector
Executive Officer.

The following transfers will be effective
Wednesday, November 1, 1961:

Lieut. Peter Allen	from Dist. 1 to Dist. 4
Lieut. Edward Cisar	from Dist. 4 to Dist. 1
Sergt. John Salzgeber	from Comm. Bur. to Dist. 6
Sergt. George Novak	from Comm. Bur. to Dist. 4
Sergt. Lloyd Schempp	from Dist. 4 to Comm. Bur.
Sergt. Richard Vlva	from Dist. 6 to Comm. Bur.
1533 Andrew Brunkala	from Comm. Bur. to Dist. 6
114 Richard Beaver	from Dist. 6 to Comm. Bur.
1198 David Wise	from Dist. 4 to Dist. 1
748 John Kane	from Dist. 1 to Dist. 4

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 24-61 HEADQUARTERS September 28, 1961

SUBJECT: TRANSFERS

Inspector Albert C. Wallace,
Executive Officer.

You will cause the following transfers to
be effective Sunday, October 1, 1961:

464	Gus Zukie	Record Room to District 1
1029	Raymond Ressler	Bureau of Communications to District 3
1387	Joseph Moynihan	District 6 to Bureau of Communications
441	Robert White	District 3 to District 6

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 23-61

HEADQUARTERS September 28, 1961

SUBJECT: ELECTION DAY SALES OF ALCOHOLIC BEVERAGES

Inspector Albert C. Wallace,
Executive Officer.

You will cause all members of the department to be informed of the following communication from Richard F. Matia, Chief Police Prosecutor and they are directed to conduct themselves accordingly:-

"Pursuant to your request for an interpretation of the Ohio Attorney General's ruling in regard to the sale of alcoholic beverages on Election Days, this is to advise you that the law applicable to the non-sale of alcoholic beverages by permit holders is restricted on the first Tuesday after the first Monday in the month of November of the odd-numbered years; and the sale of said beverages is prohibited on the Primary Election Day held in May and the General Election Day held in November of the even-numbered years. The sale of alcoholic beverages is not prohibited on any other election days during the year."

The Attorney General's Opinion referred to is No. 2451. A copy of this opinion is on file at this office.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 22-61 September 27, 61
HEADQUARTERS 19
SUBJECT: TRAFFIC ENFORCEMENT

-3-

can and do create a situation where it is exceedingly dangerous to operate a motor vehicle at much lower rates of speed than stated herein and good judgement must always be exercised in these situations. In no case shall a person be brought to the station and booked merely because he became saucy to a police officer. Where a violator becomes very abusive and refuses to accept or sign the citation, he should be brought to a station for booking. There, if he or she recants and admits being abusive, the officer-in-charge of the station may, at his discretion, permit the violator to sign the citation and be released. An entry should then be made in the Golden Rule Book indicating such disposition.

Police officers are expected to withstand a certain amount of abuse but are not required to be subjected to violent, profane or vicious abuse.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 22-61 HEADQUARTERS September 27, 61

SUBJECT: TRAFFIC ENFORCEMENT

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they are to make court appearances.

Desperate situations require drastic remedies, therefore, all members are hereby directed to increase their vigilance to detect violators and issue court citations or where an exceedingly dangerous violation has been committed, arrest and hold for bail.

Where citations are issued, the issuing officer shall, where the violator does not have an operator's license or does not have it on his person, first determine if such person has reliable identification on his person, such as letters addressed to him at the address given, other cards or papers which bear his written signature, etc. Care must be taken to compare such signature with one signed on the citation or sample submitted, also that the name and description on the operator's license are identical. In case of doubt hold for bail. Too many persons in the 16 to 22 year old bracket, who have no operator's license on their person, have given fictitious names and addresses then fail to appear and cannot be located.

Persons operating motor vehicles in an exceedingly dangerous manner or are driving 50 M.P.H. in a 35 M.P.H. speed limit zone or 60 M.P.H. in a 50 M.P.H. zone, such as the shoreways or other limited access thoroughfares shall be arrested and held for bail. It must be understood that weather conditions or heavy traffic
(CONTINUED)

GENERAL POLICE ORDER

No. 22-61 HEADQUARTERS September 27, 1961

TRAFFIC ENFORCEMENT

SUBJECT: _____

Inspector Albert C. Wallace,
Executive Officer.

All members of the department are to be aware of the provisions contained herein:

It has again been cruelly demonstrated that there is no substitute for stern and relentless enforcement of traffic regulations.

The fact that we had a remarkable decrease in traffic fatalities during the first six and one half months of this year has been erroneously attributed, in part, to the conclusion that motorists and pedestrians alike had accepted the theory that obedience to traffic laws would save them from death or injury. Consequently arrests for traffic violations decreased. Also it has been said that this decrease was due to the fact, that obedience was such that officers could not detect many violations warranting citation or arrest. How wrong this concept was is now apparent to nearly everyone. This was, of course, but one of the causes. Other causes were the persistent demand for police at the many and varied civic demonstrations, parades, ball games and other public recreation was enormous, vacations also reduced available manpower. In the opinion of some people, the attitude of law enforcement, that all moving traffic violators would have to appear in court, was unrealistic. Therefore, a price in money was substituted for appearance in court. Money alone cannot prevent traffic accidents. Motorists seem to be willing to part with money with greater alacrity than

(CONTINUED)

GENERAL POLICE ORDER

No. 21-61 HEADQUARTERS August 31, 61
19
TITLING OF CRIME REPORTS ON SECTIONS
SUBJECT: 4549.041 and 4549.05 OF THE GENERAL CODE
OF OHIO

Albert C. Wallace, Inspector,
Executive Officer.

You will cause all members of the Department to conform to the following directive beginning Friday, September 1, 1961:

Crime reports involving violations of R. C. 4549.041 and R. C. 4549.05 shall be entitled as enumerated below:

SECTION R. C. 4549.041 - "Breaking and entering motor vehicle or trailer".

Attempts to break in or an actual break in where nothing is stolen shall be titled - "AUTO BREAK-IN".

When anything of value is stolen subsequent to a break-in the report shall be titled - "AUTO BREAK-IN & LARCENY".

SECTION R. C. 4549.05 - "Stealing parts from motor vehicle".

Reports of crimes involving the theft of auto accessories and/or parts from a motor vehicle shall be titled - "LARCENY - AUTO ACCESSORIES". Reports of this type were formerly titled - Petit or Grand Larceny (Auto Accessories).

Copies of these sections of the General Code have been forwarded to all Districts and Bureaus.

By order of,

FRANK W. STORY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 20-61 HEADQUARTERS August 31, 61
19

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector
Executive Officer

You will cause the following transfer
of assignment to become effective Friday,
September 1, 1961:

1057	Edward Sullivan	from Dist 3 to Dist 2
233	John Campbell	from Dist 3 to Dist 2
1060	Louis Garcia	from Dist 2 to Dist 3
1589	William Vannucci	from Dist 2 to Dist 3
1434	Bernard Masterson	from Dist 1 to Bur of Serv
1665	William Steele	from Det. Bur to Dist 2
1737	Arthur Wood	from AIU to Det. Bur.
1776	Edmund Rossman	from Dist 2 to AIU

By order of

FRANK W. STORY
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 19-61 HEADQUARTERS August 21, 1961

SUBJECT: PROMOTIONS - ASSIGNMENTS - TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

The following promotions and transfers of
assignment will be effective Monday, August 21,
1961:

Capt. Gerald J. Rademaker promoted to Deputy
Inspector and assigned to District 2.
Lieut. Lewis W. Coffey promoted to Captain and
assigned to Medical & Surgical Bureau.
Sergt. Lloyd F. Garey promoted to Lieutenant and
assigned to District 5.
647 Lloyd A. Schempp promoted to Sergeant and
assigned to District 4.

TRANSFERS

Capt. George Ballard from Dist. 3 to Dist. 4
Capt. Wm. Birmingham from Dist. 4 to Dist. 3
Capt. Albert Luzius from Dist. 2 to Dist. 3
Lieut. Harry Weitzel from Dist. 5 to Juvenile

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 18-61 HEADQUARTERS August 15, 1961

SUBJECT: PROMOTION - ASSIGNMENT - TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

The following promotion, assignment and transfers will be effective, Wednesday, August 16, 1961:

1631 Eugene Polk	Promoted to Sergeant and assigned to Bureau of Traffic
Sgt. Charles Vrana	Communications to Dist. 4
Sgt. Peter Kilbane	Dist. 4 to Communications
230 Walter Kalina	Dist. 5 to East Side Traf.
96 George Scott	Communications to Dist. 4
12 Anthony Barle	Communications to Dist. 5
902 Frank Rocha	Communications to Dist. 3
1732 George Pavlac	Communications to Dist. 3
126 George Albrecht	Dist. 4 to Communications
246 Peter Balega	Dist. 5 to Communications
107 Henry Bielniak	Dist. 3 to Communications
125 Anthony Sherbinski	Dist. 3 to Communications

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 17-61 HEADQUARTERS July 31, 61

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

The following transfers will be effective
August 1, 1961:

Lieut. Henry Abel	Juvenile Unit to Dist. 4
Lieut. George Zicarelli	Dist. 4 to Bur. Services

1256	Delwood Jackson	Dist. 6 to Record Unit
1843	Robert Reynolds	Dist. 1 to Bur. Comm.
793	Franklin Harris	Bur. Comm. to Dist. 1

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 16-61 HEADQUARTERS July 15, 61
19

SUBJECT: PROMOTION AND ASSIGNMENT

Albert C. Wallace, Inspector,
Executive Officer.

The following promotion and assignment will
be effective July 16, 1961:

Patrolman Richard F. Vlana #1674 promoted to
Sergeant and assigned to the Sixth District.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

15-61

GENERAL POLICE ORDER
July 10, 1961

No. _____ HEADQUARTERS _____ 19 _____

SUBJECT:
Inspector Albert C. Wallace,
Executive Officer.

You will cause all members of the department to become aware of the provisions of this General Order.

Commanding Officers of Districts or Bureaus who receive information of or requests for permission to:

1. Erect any structure or place an obstruction in any street of the City which may cause a dangerous condition, or
2. Engage in any stunt or activity originating or terminating on any street or public or private property which may result in danger to life or limb or damage to public or private property,

shall advise such persons or committees that a special permit is required from the Director of Public Safety.

The Chief of Police or the Executive Officer shall be notified by telephone without unnecessary delay of such event and this shall be followed by a Form I report. The Director of Public Safety shall be immediately notified by the Chief or Executive Officer so that no permit shall be issued until a complete investigation has been made.

By order of

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 14-61 HEADQUARTERS June 30, 61
1961

TRANSFERS

SUBJECT: _____

Albert C. Wallace, Inspector
Executive Officer.

The following transfers will be effective
July 1, 1961:

Sergt. James Bruen	Dist. 3 to Traffic, AIU
Sergt. Edward Kozelka	Traffic to Dist. 3
174 Governor Foust	Det. Bur. to Dist. 3
1392 Jack T. Morris	Det. Bur. to Dist. 5
1397 Joseph Johnson	Dist. 3 to Det. Bur.
657 Richard Innocenzi	Dist. 5 to Det. Bur.
1240 Nicholas Grillo	Comm. to Dist. 1
199 LeRoy Brinkhoff	Dist. 1 to Comm.
164 Allen Behrend	Comm. to Dist. 2
1837 Kenneth Kuntz	Dist. 2 to Comm.
1839 Robert Massiello	Dist. 5 to Traffic, AIU
39 Edward Wagner	Traffic to Dist. 5

By order of,

FRANK W. STORY,
CHIEF OF POLICE

13-61 GENERAL POLICE ORDER June 30, 61

No. _____ HEADQUARTERS _____ 19____
BROCHURE ENTITLED: "INSTRUCTIONS FOR USE
OF RADIO"
SUBJECT: _____

Inspector Albert C. Wallace,
Executive Officer.

You will cause all members of this department to be informed of the provisions of this General Order.

A brochure entitled "Instructions for Use of Radio" has been prepared and is being issued as a General Order and is to be so regarded in its entirety. It shall be included in the official binder of General Orders of each command.

Each member of the department is to receive a copy which shall be combined with his book of Rules and Regulations governing the Division of Police. Sufficient copies are being forwarded to each command.

Commanding officers and officers in charge of stations or units will obtain a receipt for this brochure from each member under his command. This receipt shall be on a payroll sheet. The heading shall be as follows: "We, the undersigned, hereby acknowledge receipt of the brochure referred to in General Order No. 13-61." These receipts shall be forwarded to the Chief's Office after all members of their command have obtained a copy.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 12-61 HEADQUARTERS May 31, 1961

SUBJECT: TRANSFERS

Albert C. Wallace, Inspector,
Executive Officer.

You will cause the following transfers to
be effective June 1, 1961:

6	Patrick Anderson	- Juv. Bur. to Dist. 3
1208	Norbert Parkowski	- Dist. 3 to Juv. Bur.
1096	Thomas Murphy	- Dist. 3 to Dist. 5
1380	Stanley Houska	- Dist. 3 to Dist. 6
1182	Assad Solomon	- Dist. 5 to Dist. 3
236	Louis Begany	- Dist. 6 to Dist. 3
1548	Stephen Dulka	- AIU to Record Room

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

11-61 May 8, 61
No. HEADQUARTERS 19
RELEASE OF CERTAIN INFORMATION TO
NEWSPAPERS RE: INJURED PERSONS
SUBJECT: _____

Albert C. Wallace, Inspector,
Executive Officer.

You will notify all members of the department of the following:

The hospitals in Cleveland who are associated with the Cleveland Hospital Council have entered into an agreement with the newspapers and other media of public information in a "code of ethics" in which certain information can be properly given to these publications.

One of these regulations requires the hospital to give to these agencies the name and address of any person who has been brought into an emergency ward, and has been the victim of an accident or an injury by criminal means.

The hospitals want to cooperate with the Cleveland Police Department in any manner possible and where a police officer believes that the identity of any such person should be withheld from the newspapers, television or radio for a short period of time to enable the police to make a more complete investigation, they will do so. Where a police officer requests the officials of the hospital to withhold such information, he should place such request in writing, which need not be on official police stationery, and give it to the hospital.

This is solely for the purpose of protecting the hospital against any charge of failure to abide by their agreement.

By order of,
FRANK S. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

10-61 April 28, 61
No. HEADQUARTERS 19
SUBJECT: WARRANT REGISTRY OFFICE

-3-

District Mail cars will continue to pick up warrants at the Property Room. When a registered warrant is received by a District or Unit for execution, the 2nd copy which is marked "District Control Copy" shall be retained by the District or Unit until such time as the warrant is executed or returned to the Warrant Registry Office because of non-execution. If the warrant is executed, the District Control Copy shall be forwarded to the Warrant Registry Office and the third copy shall remain attached to the warrant. If the warrant is not executed after 30 days, the 2nd and 3rd copies of the Warrant Register Form and the warrant shall be returned to the Warrant Registry Office. A record of the handling of the warrant shall be made in the warrant book of the District or Unit.

All required information to the right side of the double line on both copies of the Warrant Register Form shall be provided by District or Unit personnel. The Officer-in-Charge of the station shall review both forms before they are forwarded and make any corrections or changes which may be necessary.

Inquiries regarding the wanted status of persons being investigated by members of the department are to be directed to the Detective Bureau.

(CONTINUED)

GENERAL POLICE ORDER

No. 9-61 HEADQUARTERS April 26, 61
TO CLARIFY G.O. 8-61 ISSUED APRIL 18, 1961
SUBJECT: SEPARATION FROM POLICE DEPARTMENT SERVICE

Inspector Albert C. Wallace,
Executive Officer.

The purpose intended to be accomplished by the letter written to me by the Director of Public Safety under date of April 17th was simply to say that all members who are 70 years of age or over would be honorably retired as of January 1, 1962, and further that all overtime, vacation periods and holidays, including the 18 days of Janet Blood time, must be absorbed within the department prior to January 1, 1962. It does not mean that they would be separated from the payroll at any earlier date as would seem to have been indicated in the listing "cease active duty."

Therefore, commanding officers will see to it that all overtime of any kind be taken by these affected members prior to December 31, 1961, and that such affected members may remain on the payroll up to and including December 31, 1961. Their resignation and request to be placed on the pension rolls must be effective as of January 1, 1962.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 8-61 HEADQUARTERS April 18, 61

SUBJECT: SEPARATION FROM POLICE DEPARTMENT SERVICE

-2-

A review of the records of this office and information furnished by your office reflect that the following employees will be affected by Title I, Section 2523 of the Codified Ordinances of the City of Cleveland. Based upon the information as to overtime due as of December 31, 1960 the "cease active duty" date is indicated. This date does not include the annual vacation for 1961, but does include the "Janet Blood" days."

The Commanding Officer will see to it that the individuals enumerated on this list have taken whatever overtime may be due them, as explained in the letter, prior to the date of their separation from the service because of superannuation. It is to be noted that some of these dates of separation extend from September 13, 1961 to December 5, 1961.

Commanding Officers will forward report when these men have taken the overtime due them.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 8-61

HEADQUARTERS April 18, 1961

SUBJECT: SEPARATION FROM POLICE DEPARTMENT SERVICE

Inspector Albert C. Wallace,
Executive Officer.

The following is a letter, addressed to me as Chief of Police, with reference to the compulsory retirement of certain members of this department; the list is appended herewith:

"April 17, 1961

Frank W. Story, Chief
Division of Police

Dear Chief:

As you are aware from our previous discussions and communication, January 1, 1962 is the effective date of the Compulsory Retirement Legislation for the Cleveland Police Department.

In order that this ordinance can be complied with, each employee affected by this law must have taken all overtime and other such days which are or will be due him by December 31, 1961.

The Law Department has ruled that the affected employees must be off the payroll on the effective date as it applies to each employee.

This rule will necessitate that new procedures be instituted by the Department to assure that each employee upon leaving, will have no additional pay coming to him.

(CONTINUED)

GENERAL POLICE ORDER

7-61 March 31, 61

No. _____ HEADQUARTERS _____ 18

PROMOTION, REINSTATEMENT AND TRANSFERS

SUBJECT: _____

Inspector Laurence Choura,
Acting Executive Officer.

You will cause the department to be notified that the following promotion, reinstatement and transfers will be effective as of April 1, 1961:

93 Michael Quinn promoted to Sergeant and assigned to District 4.
3015 Jessie Antel reinstated as Policewoman and assigned to Women's Bureau.

Sergt. John Schmidt	- Comm. to Dist. 2
Sergt. Edward Manney	- Dist. 2 to Comm.

98	Leonard Beil	- Comm. to Dist. 1
223	Joseph Bruner	- Dist. 1 to Comm.
813	Michael Carosielli	- Comm. to Dist. 2
271	Edwin Donovan	- Dist. 2 to Comm.
1371	William McGrath	- Unit Rec. to Bur. Traf.
619	Joseph Vamos	- Bur. Traf. to Dist. 2
875	Wm. Gaeblein	- Dist. 2 to Unit Rec.
1067	Edward Walsh	- Dist. 3 to Prop. Room
808	Chas. Krokey	- Pub. Rel. to Traf. Mtd.
1360	Anthony Governale	- Traf. to Pub. Rel.
1269	Norman J. Sperling	- Dist. 6 to Traf. Bur.
1025	Ronald Simon	- Dist. 2 to Traf. Bur.
193	Richard Cielec	- Dist. 1 to Traf. Bur.
590	John Butler	- Traf. Bur. to Dist. 6
99	Kenneth Downing	- Traf. Bur. to Dist. 2
1062	Lewis Daniels	- Traf. Bur. to Dist. 1

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 6-61 HEADQUARTERS March 1, 1961

SUBJECT: DISMISSAL OF JAMES F. HAKEY, PTL # 1248

Inspector Albert C. Wallace,
Executive Officer.

You will cause the records of this department to reflect that James F. Hakey, Ptl # 1248, assigned to duty in the 2nd District, and who had been suspended for violation of the rules on February 24, 1961, was dismissed by the Director of Public Safety as a patrolman in the Division of Police, Department of Public Safety, this date, March 1, 1961.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 5-61 HEADQUARTERS February 15, 1961

SUBJECT: RETURN FROM LEAVE OF ABSENCE

Albert C. Wallace, Inspector
Executive Officer.

Wilbert M. Hauser, Patrolman No. 263, will
return to duty from his leave of absence
effective February 16, 1961 and will be assign-
ed to the Sixth District.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-61 HEADQUARTERS January 31, 1961

SUBJECT: PROMOTIONS - TRANSFERS - ASSIGNMENTS

-3-

12	Anthony Barle	Dist. 5 to Communications
1875	Joseph Toigo	Dist. 6 to Communications
558	Jerry Zilina	Dist. 5 to Bur. Traf.
1783	Lawrence Scully	Bur. Communications to Dist. 6
1533	Andrew Brunkala	Dist. 6 to Bureau of Communications

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 4-61 HEADQUARTERS January 31, 1961

SUBJECT: PROMOTIONS - TRANSFERS - ASSIGNMENTS

-2-

22	Ralph Walchek	Det. Bur. to Dist. 1
430	Kenneth Doran	Det. Bur. to Dist. 6
441	Robert White	Det. Bur. to Dist. 3
180	Emil Cielic	Bur. Traf. to Dist. 2
760	Robert Oravec	Bur. Traf. to Dist. 2
1625	Kenneth Orlowe	Bur. Traf. to Dist. 6
452	George Seitz	Bur. Traf. to Dist. 3
1332	Earnest Price	Bur. Traf. to Dist. 4
1639	Dudley Saltzman	Bur. Traf. to Dist. 1
904	Albert Peiper	Bur. Traf. to Dist. 5
1060	Louis Garcia	Bur. Traf. to Dist. 2
1589	William Vannucci	Bur. Traf. to Dist. 2
1593	Melvin Zapo	Bur. Traf. to Dist. 3
876	Arthur Lettieri	Bur. Traf. to Dist. 3
273	James Kennedy	Bur. Traf. to Dist. 6
1356	John Hageman	Bur. Traf. to Dist. 5
1178	Nick Magas	Dist. 2 to Bur. Traf.
1780	David Schilling	Dist. 3 to Bur. Traf.
131	George Butala	Dist. 6 to Bur. Traf.
213	Donald Griffith	Dist. 3 to Bur. Traf.
61	Michael Demeter	Dist. 4 to Bur. Traf.
715	William O'Connor	Dist. 1 to Bur. Traf.
165	Herbert Burns	Dist. 5 to Bur. Traf.
1817	Daniel Bobby	Dist. 2 to Bur. Traf.
1802	Paul Jones	Dist. 2 to Bur. Traf.
1794	Joel Zarlenga	Dist. 3 to Bur. Traf.
1750	Donald Kuchar	Dist. 6 to Bur. Traf.
4	Arthur Bambush	Dist. 3 to Bur. Traf.
1791	Andrew Vanyo	Communications to Dist. 5
332	Robert Bucey	Communications to Dist. 6

(CONTINUED)

GENERAL POLICE ORDER

No. 4-61 HEADQUARTERS January 31, 61

SUBJECT: PROMOTIONS - TRANSFERS - ASSIGNMENTS

Albert C. Wallace, Inspector,
Executive Officer.

The following promotions, assignments and transfers are effective February 1, 1961:

Sergt. Donald McNea	- Promoted to Lieutenant and assigned to District 6
395 John F. Andes	- Promoted to Sergeant and assigned to S.I.U.
1244 William T. Hanton	- Promoted to Sergeant and assigned to District 5
1232 Charles Mauk	- Promoted to Sergeant and assigned to District 6
280 Steve Vrabel	- Promoted to Sergeant and assigned to Det. Bureau
1354 Edward Manney	- Promoted to Sergeant and assigned to District 2
45 James Bruen	- Promoted to Sergeant and assigned to District 3

TRANSFERS

Sergt. Patrick Gallagher	Det. Bur to Traffic
Sergt. Frank Tallarovic	Dist. 2 to Traffic
Sergt. Patrick Mooney	Dist. 6 to Dist. 1
751 Nick Massiello	AIU to Det. Bur.
951 Christopher Schloupt	AIU to Det. Bur.
581 Edwin McCarthy	Dist. 1 to Det. Bur.
54 Nicholas Baratucci	Dist. 6 to AIU
1110 Gerald Mullen	Dist. 3 to AIU

(CONTINUED)

GENERAL POLICE ORDER

No. 3-61 HEADQUARTERS January 27, 1961

SUBJECT: MILITARY LEAVE SAFETY REGULATION

-2-

If a city employee's military pay during such a period of leave of absence is less than his city pay would have been for such period, he shall be paid by the city the difference between the city pay and his military pay for such period. In determining employee's military pay allowance for travel, food or housing shall not be considered, but any other pay or allowances of whatever nature, including longevity pay, shall be considered.

~~Member or employee wishing to claim the difference between his military pay and what his normal city pay would have been during his period of leave of absence, shall submit a statement of his military pay on a form to be provided by the Department of Finance.~~

If a member or employee wishes to charge the period of absence to vacation or to any time off for overtime due, he may do so by making such a request in writing prior to his leave, in which case he may receive full city pay and military pay for the time absent on vacation or overtime leave.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 3-61 HEADQUARTERS January 27, 61

SUBJECT: MILITARY LEAVE SAFETY REGULATION

Albert C. Wallace, Inspector,
Executive Officer.

In response to your request a ruling has been secured from the Department of Law interpreting Section 5923.05, Revised Code, State of Ohio, relating to leave of absence for employees on field training or active duty with the Ohio National Guard, Ohio Defense Corps, Ohio Naval Militia or other reserve components of the armed forces of the United States.

The Law Department has ruled that "the City's obligation under the statute extended only to the reimbursement of an employee on temporary military service for the difference between sums received from his military organization and the normal remuneration he would have received from the City of Cleveland during a like period of time on the City payroll."

Pursuant to this ruling, effective February 1, 1961 City policy shall be as follows:-

Members or employees who are members of the Ohio National Guard, The Ohio State Guard, the Ohio State Naval Militia, or members of other reserve components of the Armed Forces of the United States, shall be entitled to leave of absence from their respective duties for such time as they are in the military service on field training or active duty for periods not to exceed thirty-one (31) days in any one calendar year.

(CONTINUED)

GENERAL POLICE ORDER

No. 2-61 HEADQUARTERS January 25, 1961

SUBJECT CLEVELAND MUNICIPAL CODE 13.1339 & 13.0941
DECLARED UNCONSTITUTIONAL

Albert C. Wallace, Inspector,
Executive Officer.

The Appellate Court of the County of Cuyahoga has recently declared unconstitutional the provisions of the following mentioned Cleveland Municipal Ordinances:

M.C. 13.1339 POSSESSION OF EVIDENCE OF WAGER. This has to do with the possession of slips or other evidence used in recording results of a trial, combat, speed or power of endurance of man or beast.

M.C. 13.0941, UNLAWFUL CONGREGATION ON SIDEWALKS, commonly referred to as the "Sidewalk Ordinance."

Arrests shall not be made for either of these ordinances. In the case of M.C. 13.1339, this should not be confused with M.C. 13.1318 which deals specifically with possession of policy slips.

Commanding Officers shall see that this order is read at roll calls for the next three days.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 1-61 HEADQUARTERS January 6, 61

SUBJECT: REINSTATEMENT - TRANSFERS

Inspector Lawrence Choura,
Acting Executive Officer.

Sergeant Joseph Peplowski who was suspended on November 1, 1960 for violation of rules 87-1 and 101 was, this day, found guilty of both charges by the Director of Public Safety and sentenced to suspension from the date of original suspension to and including Friday, January 6, 1961.

He will return to duty on January 7, 1961 and the following transfers are effective January 7, 1961:

Sergt. Jos. Peplowski - Dist. 3 to Dist. 2
Sergt. Melvin Stickney - Dist. 2 to Dist. 3

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

No. 14-60 HEADQUARTERS June 2, 1960
SUBJECT: USE OF CLEVELAND POLICE UNIFORM IN OUTSIDE EMPLOYMENT PROHIBITED

Albert C. Wallace, Inspector,
Executive Officer

You will cause all officers and members of the department to be notified of the contents of the following letter from the Director of Public Safety "For sometime the use of the Cleveland Police uniform has been permitted in outside employment by members of the department.

Due to the ever increasing number of requests for such employment, it becomes obvious that the clothing will take a severe beating because of this use, etc...the use of the Cleveland Police Department uniform will not be permitted for outside employment after July 1, 1960."

Therefore, no officer or member of the department will be permitted to wear the official Cleveland Police uniform on service rendered in employment outside of the department after July 1, 1960.

Those officers and members having permission to engage in police services outside of the department and who still wish to engage in such outside employment will have to provide themselves with a uniform as approved by the Director of Public Safety and which differs from the official Cleveland Police Uniform.

By order of,

FRANK W. STORY,
CHIEF OF POLICE

GENERAL POLICE ORDER

18-59

HEADQUARTERS

July 28,

19 59

NO.

SUBJECT: Processing of warrants other than for
Municipal Court

SUB

Inspector Timothy Costello,
Executive Officer

Sir:

You will cause all officers and patrolmen to be informed of the following procedure in re: the serving of warrants and other legal process other than those issued by our Municipal Court:

All warrants or other legal process issued by any court is to be first routinely forwarded to Police Headquarters where such warrant or other process will be forwarded to the proper Bureau or District for service.

Where an immediate urgency for service arises, the warrant or other process may be accepted by the Officer-in-charge of any Bureau or District and such Officer-in-charge shall exercise his best judgement as to who, when or how such warrant or other process is to be served.

In no event shall any police officer, on or off duty, in the field take any official action on any such warrant or other legal process handed him by a citizen or any other person except a duly appointed officer of this department.

In such event the person requesting such service shall be directed to the Officer-in-

GENERAL POLICE ORDER

18-59

HEADQUARTERS

7-29

1859

SUBJECT:

-2-

charge of the nearest Bureau or District.

All such warrants or other legal process from any court in this county shall be recorded in the Property Room as are warrants from Cleveland Municipal Court.

Where such warrant or process, for whatever reason, is presented at a Bureau or District Headquarters and is accepted by the Officer-in-charge, a memorandum of such warrant or process shall be forwarded to the Property Room for proper record.

This order shall not apply to warrants forwarded to this department by other departments or enforcement agencies. These warrants are to be processed by the Bureau of Criminal Investigation as in the past.

By order of

FRANK W. STORY,
CHIEF OF POLICE

CHIEF'S MEMO'S

